



BELL SHOALS

CHURCH

Job Title: Finance Ministry Assistant
Status: Part--time
Supervisor: Chief Financial Officer

The Finance Ministry Assistant will perform all duties related to processing and reporting online sales transactions. This position will serve as a resource to all finance staff for the daily operation of the finance department.

Key Responsibilities

- Cross-train on all aspects of non-charitable deposit processing.
- Implement schedule for data entry/posting to achieve 100% completion by week end.
- Process fixed assets monthly.
- Create and update written procedures for online sales transaction processing.
- Perform monthly closing responsibilities as assigned by Finance Manager.
- Assist in preparation for/completion of annual audit.
- Respond to all requests in a timely (24 hours) and gracious manner.
- Specific duties assigned by the CFO or Finance Manager.
- Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

Personal Expectations

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, and your children third, grandchildren fourth, and your ministry fifth.
- Be loyal to the vision and staff and always protect the unity of Bell Shoals Church.
- Invest in and invite the lost to know Jesus and to get plugged into Bell Shoals Church.
- Give sacrificially to the ministry of Bell Shoals Church.

Convictional Expectations

- Adhere to the 2000 Baptist Faith and Message and agree to teach in accordance with it as our guiding statement of faith.