

## **Resurrection Lutheran Church**

**Position:** Financial Assistant

**Reports to:** Lead Pastor

**Supported by:** Personnel Team, Congregation Council, all staff

**Classification:** 10-15 Hours per week, Part Time

### PURPOSE

Resurrection Lutheran Church is seeking a part-time Financial Assistant to oversee fiscal operations of the church. This position's responsibilities would include, but not limited to: managerial accounting functions such as accounts payable and accounts receivable, budget creation, financial reporting, and audit preparation.

### ESSENTIAL DUTIES

- Conduct all bookkeeping functions including accounts payable, accounts receivable, and other general ledger maintenance.
- Provide timely and complete reporting of finances for necessary actions to maintain the fiscal health of the church.
- Analyze, interpret, and communicate monthly, quarterly, and annual financial statements.
- Conduct all accounting functions and maintain all official accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- Monitor and assist third party payroll company to ensure efficient handling of employees' pay, deductions, and benefits.
- Conduct month-end closing process including bank reconciliations, credit card reconciliations, accrued revenue and deferred revenue.
- Regularly monitor bank transactions and cash flow.
- Other tasks as appropriate.

### QUALIFICATIONS

- Associates degree from an accredited university in accounting, finance, or business administration
- A minimum of two years of accounting or bookkeeping experience.
- Experience collaborating with a diverse and dynamic team.
- Proficiency in QuickBooks and Microsoft Excel.
- Strong organizational and analytical skills.

Position is part-time with an hourly rate of \$18-25, depending on education and experience. To apply, email cover letter and resume to: [personnel@rlcindy.org](mailto:personnel@rlcindy.org).