

## Job Description

Division/Department:	Central & Campus Services
Job Title:	<b>Accounting Assistant</b>
Reports to:	Director of Finance

Job Class:	Type of position:	Compensation:
Supplemental	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Salaried <input checked="" type="checkbox"/> Hourly Average Hours per week: 20

### GENERAL DESCRIPTION

Provide support to the Finance team and all BHBC ministries through general ledger accounting, reporting, investigating and special projects.

### ROLES AND RESPONSIBILITIES

#### General Ledger Details

- Prepare General Ledger for Month End process.
- Maintain Chart of Accounts and update all forms on the Staff Portal and maintain/update printed copies.
- Enter and maintain budget in Sage 50 accounting software.
- General Ledger projects and account analysis as needed.
- Prepare and deliver monthly ministry budget updates to Ministry Leaders.
- Prepare reports as requested by Ministry Leaders or Admins to assist with their ministry plans.
- Attend staff meetings.

#### Accounts Receivable

- Be familiar with the A/R process and fill in as needed (busy seasons, vacations, etc.)

#### Accounts Payable

- Be familiar with the A/P process and fill in as needed (busy seasons, vacations, etc.)
- Assist with monthly Missionary support payments and additional payments as needed.
- Complete all Credit Applications as requested.

#### Administration

- Assist the Director of Finance with occasional administrative needs.

### EXPECTATIONS & QUALIFICATIONS

- A personal relationship with Jesus Christ that results in a life lived in obedience to the Word of God.
- Beliefs consistent with BHBC's "What We Believe" statements found on our website at [bhbconline.org/whatwebelieve](http://bhbconline.org/whatwebelieve).
- Understands and engages with the mission, vision, values and strategies of BHBC.
- Gives faithfully of time, talent and treasure to the ministry of BHBC.
- Member or willing to become a member of BHBC within 1 year of employment.
- Regularly attends BHBC Sunday morning services.
- Lives out BHBC's relational values of "Truth, Trust, Mentor, New Ideas, Risk Taking, Give Credit, Integrity, and Selfless Behavior."
- Strong working knowledge of general ledger accounting and financial statements preparation.

- Strong verbal and written communication skills.
- Very strong MS Office skills (especially Excel).
- High degree of accuracy and attention to detail.
- Self-directed workstyle, teachable spirit with a servant’s heart for ministry.
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, organized).
- Strong interpersonal skills
- Ability to build relationships
- Ability to understand and carry out oral and written instructions and request clarification when needed.
- Ability to work as a team (both as inter-ministry and intra-ministry)

**WORK EXPERIENCE REQUIREMENTS**

Required: 3-5 years of General Ledger Accounting experience  
 Sage 50 Accounting experience a plus.

**EDUCATION REQUIREMENTS**

Must be a high school graduate.  
 Associates Degree preferred

REVIEWED BY	Marcie VanZanten	<i>Date</i>	August 12, 2019
APPROVED BY	Andrew Bauer	<i>Date</i>	August 20, 2019