



POSITION DESCRIPTION

TITLE: Finance Specialist

STATUS: Part Time

REPORTING RELATIONSHIP: Works with other Finance Specialist. Reports to and works with Finance Director.

CHARACTER: Demonstrates the qualities of a follower of Jesus Christ: Loving God and loving others, exhibiting a desire to live in relationship with those within the church and having a yearning for people who do not yet know Jesus as Lord and Savior.

POSITION DESCRIPTION: Serves all Oak Pointe Church locations -- congregation, elders, and staff -- in finance-related areas, including giving, accounts payable, budgeting, financial reporting, payroll and benefits.

QUALIFICATIONS:

- Education: Bachelor's degree in Accounting, Finance or Business.
- Experience: Five+ years in an office environment performing accounting and/or bookkeeping functions.
- Character: Exhibit a servant's spirit and Christian character in the areas of integrity, dependability, discretion, and perseverance. Self-starter, team player, proactive, detail oriented, and able to multitask.
- Skills: Proficient with Excel spreadsheets and QuickBooks (or similar financial software). Ability to learn new software (including giving and payroll). Strong communication - verbal and written - and people skills. Organized, efficient.

RESPONSIBILITIES:

- Financial reporting - process and share scheduled reports with management, elders, staff; reconcile bank statements; make timely, accurate entries to QuickBooks
- Giving - process weekly in-person and online giving, prepare and distribute annual contribution statements to all donors
- Accounts payable - process checks, online payments
- Payroll and benefits - enter bi-weekly payroll; process new hire paperwork; maintain health insurance, 403(b) records
- Provide backup/support to Finance Specialist with accounts payable entry, credit card processing
- Other - Annual financial review, wire transfers, stock donations, special requests