



FIRST LUTHERAN CHURCH

INSPIRE. EQUIP. REACH.

Job Description: Accounting/HR Assistant

Status: Full Time

Purpose: The Accounting/HR Assistant is responsible for assisting with the daily accounting and human resource needs of First Lutheran Church inclusive of the Childcare Center. These include but not limited to, processing of accounts payable, bank deposits, assisting with payroll processing, and benefits administration. This position will provide high standards of accuracy, timeliness, and compliance. The Accounting /HR Assistant will help create and foster a guest experience of trust, generosity and caring.

Essential Functions:

Accounting – Accounts Payable

- Process vendor invoices weekly, ensuring timely and accurate payment of vendor invoices.
- Handle vendor communications, resolve any billing disputes.
- Audit incoming invoices and other payment requests for appropriate coding and authorizations, routing as appropriate.
- Review credit card expense reports and reimbursement requests for accuracy and completeness.
- Assist with preparation of annual 1099's.
- Maintain vendor files, including contracts for services and paid items.

Accounting – Accounts Receivable

- Prepare invoices as needed.
- Prepare bank deposits and make bank runs
- Maintain customer files
- Generate internal and external reports from accounting systems as needed.
- Assist in resolving discrepancies and irregularities.

Accounting/HR - Payroll

- As needed act as backup for processing semi-monthly payroll
- Review timesheets, ADP preprocessing payroll reports
- Assist in reconciliation of all benefit deduction statements with payroll preprocess reports
- Assist in reconciliation of monthly benefits bills with HR and payroll.
- Assist with ensuring accuracy of Time and Attendance data and various accruals.
- Assist with ensuring compliance with IRS and other governmental laws and regulations.

HR

- Prepare offer and new hire documents
- Maintain I-9 files
- Respond to employment verifications
- Respond to EDD earnings verification/audit requests
- Data collection, preparation of employee census information for compliance reports.
- Assist in benefits administration, including processing new hires, terminations, and employee changes
- Assist in scheduling interviews for job applicants

Other Qualifications:

- Basic understanding of GAAP and IRS regulations.
- Detail oriented and organized; able to work independently and as a team.
- Technology and accounting systems savvy.
- Analytic, organizational, and problem-solving skills.
- Ability and desire to translate financial concepts to individuals at all levels throughout the organization.
- Excellent verbal and written communication skills that are tactful and diplomatic.
- Able to respond effectively to telephone and in-person inquiries.

Education and Experience

- Finance, accounting, or related field
- Three to five years experience in accounting.

Accountability: FLC Finance Manager and Nokomis Executive Director

Core Competencies:

1. *Communication* – Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of the communication. Coordinates efforts with others.
2. *Conflict Management* – Deals with problems quickly and directly. Settles disputes collaboratively and equitably. Finds common ground and gets cooperation.
3. *Managing vision and purpose* – Articulates and supports the vision and mission of First Lutheran. Communicates a compelling vision of possibility, hope, and optimism. Helps others own the vision.
4. *Trust and Integrity* – Is widely trusted. Direct and truthful. Keeps confidence. Admits mistakes. Abides by a set of core values during good and bad times.
5. *Innovation* – Develops, implements, or suggests alternative ways of doing ministry. Is willing to risk and fail. Anticipates and adjusts for possible roadblocks.
6. *Working relationships* – Is an effective team player. Works well with the group and others to get the job done. Shows respect to the other. Abides by the 8th commandment, that is, puts the best possible construction on the neighbor’s action.

Date: _____

Date: _____

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