

Position: Financial Assistant

Reports to: Finance Director

Job Location: Central Offices – Arden, NC

Position Type: Full Time (non-exempt)

Summary of Position: The Financial Assistant provides general accounting duties for the finance department and handles a wide variety of activities with discretion, confidentiality and good judgment.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Detail oriented and strong analytical skills
- Excellent computer skills with a knowledge of common bookkeeping and spreadsheet programs
- Exceptional time management and written and verbal communication skills
- Quick learner with a teachable spirit
- 3 years related accounting experience is preferred

Essential Responsibilities

- Assist in verification of timecards being reviewed and approved by supervisors within the weekly deadlines.
- Maintain weekly timesheets and review earning codes for accuracy in payroll processing
- Accurately document time off requests
- Reviews Accounts Payable invoices & credit card charges for coding accuracies, proper authorizations; verifying quantity, pricing, extensions, and discounts applicable and inputs into accounting software
- Print checks, match with backup and forwards for signature
- Maintains a filing system for electronic and paper documents
- Review invoices/credit card charges for Fixed Assets & Business Property listing annual submissions by county
- Maintain & update computerized vendor files and information
- Assist with preparing schedules and information as requested by outside auditors
- Assist Contribution Coordinator as necessary
- Assist individual departments with finance department inquiries
- Corresponds with vendors, staff, and ministry leaders
- Complete special projects & other duties as assigned