



Accounting Administrative Assistant

25 hours

All Saints Church seeks to develop a community of faith through strong Biblical teaching and opportunities for Christian growth and service. All Saints Church seeks to know Jesus Christ and to make him known through worship, praise, preaching, and teaching. Church members give of their time, talent, and money as they serve their community and the world. All Saints Church welcomes all in the unconditional love of Christ.

All Saints Church is seeking an experienced accounting administrative assistant to support the comptroller, business manager, and development officer. Salary is commensurate with experience. The position has minimal supervisory responsibilities. Position reports to the Comptroller.

General Duties

Contribution Management

- Process weekly cash deposits and record donations in Realm (ACS) software
- Take deposits to the bank
- Prepare quarterly and year-end giving statements
- Process thank-you emails and letters
- Acknowledge stock gifts
- Obtain and record pledges made during annual stewardship drive, as well as special giving campaigns
- Maintain statements for parishioners on an as-needed basis
- Interface with parishioners to assist with pledge and contribution questions
- Maintain flower donation list/gifts

HR Support

- Enter new employee payroll and benefit information into ADP payroll software
- Provide backup support for payroll process
- Assist with management of human resources-related files and documents

Administrative and Other Duties

- Provide clerical support to the business manager, development officer, and the comptroller
- Attend bi-weekly staff meetings

- Maintain correspondence file on giving
- Maintain current Notary license
- Other duties as assigned

Qualifications

- Strong attention to detail, accuracy, planning, and organizing
- Strong command of the English language and excellent written and oral communication skills
- High degree of professionalism
- Able to handle confidential documents with discretion
- Self-starter and problem solver
- History of working well with church and non-profit staff, volunteers, and parishioners
- Flexibility and ability to work well under pressure
- Proficiency with Microsoft Office Suite; strong proficiency with Excel
- Familiarity with ADP payroll or another third-party payroll processing system
- Experience with Sage Accounting software, a plus
- Experience with Realm Church software, a plus
- Experience with office equipment, such as fax machines, copiers, and scanners
- Strong typing skills, 50+ wpm
- College degree, preferred
- Accounting and/or human resources experience required

No relocation.

A final job description will appear in the successful applicant's employee contract.