



Assistant for Finance

Position Type: Non-Exempt, Hourly
Category: Full-Time
Classification:
Reports to: Director of Finance

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

Primary responsibilities include management of accounts receivable, accounts payable, assisting the Finance Director with the budget, managing quarterly statements to contributors and processing year end 1099 forms.

RESPONSIBILITIES

Manage all aspects of Accounts Receivables

- Input Sunday cash contributions
- Scan and enter all checks into database.
- Make weekly bank deposit.
- Oversee Positive Pay reports with Bank.
- Assist members with recurring online gifts.
- Import and process all on-line giving.
- Manage donor records and input pledges as needed.
- Provide first class customer service for finance questions from contributors.
- Support and recruit volunteer counters

Manage all aspects of Accounts Payable

- Input invoices
- Run checks.
- Interface with staff with questions regarding payments
- Keep records for all invoices paid.
- Process all visa statements.

Assist Finance Director with budget

Manage printing of quarterly statements to contributors.

Manage collection of W-9 forms from contractors.

Process and mail all 1099s at year end.

Assist with Stewardship campaign

Work with IT Department with online giving and event registrations posting.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's degree preferred.
- 2-3 years experience of financial systems accounts payable and receivables.
- Proven, effective experience in business office administration.
- Proficient with spreadsheets, financial records, and database management

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

7/2021