

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Accounting and HR Assistant**
Department: Business
Job Classification: Part-Time
Approved by: Lead Pastor and Business Director

ROLE

The Accounting and HR Assistant is responsible for completing weekly bookkeeping tasks and completing HR tasks as needed. (8-12 hours)

WIN

Entries in general ledger are accurately recorded weekly and reconciled monthly in an efficient manner. Reports are accurate and sent out in a timely manner. HR policies are readily available and are being followed.

RESPONSIBILITIES

- Submit to the vision and direction of the Accounting and HR Lead, Financial Director and Business Director/Executive Pastor
- Have a thorough understanding of QuickBooks and other softwares used by BCC
- Balance general ledger by reconciling entries monthly
- Maintain an accurate filing system of financial records and HR documents
- Assist Accounting and HR Lead in maintaining BCC accounts and general ledger
- Generate reports for Executive Team, pastors, staff, directors and coordinators
- Write checks as needed
- Allocate money to Pex cards as requested, enter Pex transactions, and reconcile Pex account
- All other duties as assigned by Accounting and HR Lead, Financial Director, and Business Director/ executive Pastor

REQUIREMENTS

- Is a mature follower of Jesus, serves their family well, serves in a passion-driven/gift-aligned ministry, a tithing member of Bridge City Church, gives to missions, and exhibits characteristics of a deacon (1 Timothy 3:8-13)
- Proficient in QuickBooks and Microsoft Office, with the ability to learn church database and donation softwares
- Excellent time management, multi-tasking, organizational, and written communication skills
- Able to maintain a high level of confidentiality and keep all financial information and records confidential
- High levels of attention to detail and thoroughness
- 1 year of Bookkeeping, HR and/or Accounting experience preferred

REPORTS TO

Accounting and HR Lead, Financial Director, and Business Director/Executive Pastor