



## Job Description

<b>Title</b>	Accounting Assistance	<b>Status</b>	Part time (Non-Exempt)
<b>Department</b>	Business Operations	<b>Reports to</b>	Accountant

### POSITION PURPOSE

Assist the Accountant to ensure that appropriate and accurate accounting records are maintained that correctly reflect the financial position of the church in order to fulfill Hope Lutheran's mission... *"to encourage all people to know the love of Christ."*

### POSITION RESPONSIBILITIES

1. Financial support:
  - Enter bank deposits into accounting software.
  - Enter invoices submitted for payment, verify proper approval, prepare checks, once signed prepare for mailing.
  - Assist with invoicing and recording payments from the childcare center/preschool.
  - Record and verify credit card billing.
  - Manage and file supporting financial records for invoices and bank deposits
  - Responsible for entering all contributions into the church database
  
2. Other Duties
  - Provide coverage to accountant during absence.
  - Back up support to office staff as needed.

### REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran
- ❖ Ability to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions
- ❖ Financial expertise, established trustworthiness and integrity in operations, communication, and record keeping
- ❖ Knowledge of computer systems, including word processing, membership database management, and financial reporting and accounting software
- ❖ Strong math aptitude. Ability to perform a variety of complex financial and statistical record keeping assignments; interpret and apply rules, laws and policies; review and resolve discrepancies in financial records; and prepare a variety of fiscal and financial reports

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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