



Job Description

Title	Accounting and Administrative Assistant	Status	Full Time w/ Benefits
Department	Business Operations	Reports to	Accountant/ Executive Director of Ministry Operations

POSITION PURPOSE

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

POSITION RESPONSIBILITIES

- Financial reporting support:
 - Verify weekly offerings and enter contributions into the church management system.
 - Enter bank deposits and invoices into accounting software.
 - Record and validate credit card billing.
 - Manage supporting financial documents and information.
- Church Management System (ChMS) Administration:
 - Oversee the ChMS including mailing information, address changes, date of birth, baptism, marriage, membership, email addresses, and phone numbers.
 - Help develop guidelines, establish standardization, and train users on ChMS procedures in conjunction with the IT Director.
 - Serve as point person for all ChMS questions and issues in conjunction with the IT Director.
- Office administration:
 - Office support by answering the phone and welcoming visitors.
 - Special Projects as assigned.
- Other Duties:
 - Provide coverage to the accountant during absence.
 - Back-up support to administrative office staff as needed.

REQUIRED SKILLS AND ABILITIES

- Strong problem-solving and decision-making skills, and ability to adhere to strict confidentiality.
- Ability to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Knowledge of computer systems, including Word, Excel, financial reporting, and accounting software.
- Strong math aptitude. Ability to perform a variety of record keeping assignments and to review and resolve discrepancies in financial records.

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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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