



Job Title: Finance Associate

Reports To: Director of Finance

Status: Exempt/Salaried Full Time

Prepared By/Date: Joseph Weston March 2025

Approved By/Date: Candace Dellinger March 2025

Position Summary

The Finance Associate will be responsible for providing financial support services for the day-to-day transactions of the church, school, and all related ministries of East Cooper Baptist Church as directed. This position will primarily support the Finance Team and will be cross-trained on Accounts Payable and Accounts Receivable.

Roles and Responsibilities

- Crosstrain and assist in Accounts Payable to include the actual printing and delivery of checks
- Monitoring and maintaining credit card purchases
- Gather documentation for and record online bank deposits
- Maintain accurate Positive Pay records in Truist bank account
- Cross-train in all aspects of Accounts Receivable to include contributions, incoming funds and tuition receivable
- Process and record receipt of various non-charitable cash and check payments
- Organize, file, and track financial documents
- Prepare for and cooperate with the independent auditor as information is requested during the annual audit period
- Maintain confidentiality with all financial information
- Assist Finance Team with documenting office procedures
- Assist with the inventory/fixed assets/Upkeep project
- Work with internal staff to ensure proper data integrity in Rock
- Assist with set up of payment devices such as Square devices
- Produce annual contribution statements and acknowledgements for contributors
- Assist Finance Manager with PCA Tuition discounts

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- Must have experience with finance, business record keeping, or similar role
- Good knowledge of accounting and bookkeeping procedures
- Excellent time-management skills and problem solving attitude
- Highly organized and able to multitask on a consistent basis
- Attention to detail
- Computer skills and proficiency in MS Office applications (Word and Excel)
- Experience with Google Suite
- Strong interpersonal skills
- Ability to positively interact with church members, staff, vendors, and visitors
- Ability to maintain confidentiality of information
- Experience on MIP/Abila software (desired)
- Bachelor's Degree (desired)