

First Baptist Kingston Financial Assistant

Job Summary

Seeking a highly organized and detail-oriented financial assistant to join our staff. Knowledge of general accounting and basic bookkeeping practices, as well as a strong work ethic, are required. You will assist with day-to-day financial tasks and play an integral role in maintaining account information while working with our CPA firm. On-site, flexible fixed hourly schedule of 20 - 25 hours per week.

Duties and Responsibilities

- Help with financial data entry and general bookkeeping. Serve as liaison between church and CPA firm
- Prepare documentation for receipts, vouchers, invoices, etc. and submit to CPA firm for payment
- Assist in preparation of quarterly financial statements presented to the church and attend business meetings
- Assist in creating and setting budgets with Stewardship Team and Ministry Leaders
- Take direction from and report to the Stewardship Team
- Independently prioritize daily tasks and responsibilities
- Attend and take notes at all Stewardship meetings
- Assist with audits as necessary
- Adhere to current accounting/finance laws and regulations as guided by CPA firm

Requirements and Qualifications

- Prefer college degree in Business / Accounting or similar area of expertise or a minimum of 5 - 10 years of experience.
- Mathematical and accounting acuity
- Professional demeanor and ability to interact with others professionally
- Knowledgeable in basic accounting/bookkeeping practices and processes
- Computer knowledge and experience using Quickbooks and Microsoft Suite (mainly Excel)
- Excellent communicator, both spoken and written
- Strong organizational and time-management skills
- Thrives working both with staff and congregation
- Personal faith relationship with Jesus Christ. Lifestyle that adheres to the Baptist Faith and Message 2000. Maintains a growing walk with the Lord through committed Bible Study and prayer.

Background and credit check required and signed statement of confidentiality.