



Valley Community Baptist Church Job Description

Accounting & HR Assistant

Ministry Division: Support.

Purpose: The Accounting & HR Assistant supports the church's financial and human resources functions by processing biweekly payroll, assisting with employee benefits administration, and providing accounting support.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

1. Associate degree in accounting or a related field; or an equivalent combination of education and relevant work experience.
2. At least one year of experience in payroll processing, benefits administration, accounting, or a related human resources function.
3. Ability to work independently with general supervision, exercise sound judgment, and effectively resolve routine issues while seeking guidance on more complex matters. Follows established policies, procedures, and internal controls.
4. Proficiency with payroll and accounting software, as well as Microsoft Office applications, particularly Excel and Word. Experience with databases and other business software is a plus.
5. Demonstrates excellent interpersonal, communication, and organizational skills, with the ability to maintain confidentiality and handle sensitive employee and financial information with discretion.
6. Commitment to accuracy, attention to detail, and effective time management.

Ministry Responsibilities

1. Payroll Administration

- Manage and process biweekly payroll for all employees. Review and verify employee timecards, process time-off requests within the payroll system, and audit payroll data before submission to ensure timeliness, accuracy, compliance, and adherence to church policies.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepare and maintain accurate payroll records and reports, personnel files, and record payroll transactions in the general ledger.
- Assist with quarterly payroll tax reconciliations and annual preparation of Forms W-2 and 1099.

2. Benefits Administration

- Support employee benefits administration, including enrollments, changes, and terminations in a timely and accurate manner.
- Coordinate payroll, benefits, and paid time off setup for new employees.
- Support annual open enrollment activities.

3. Accounting Support

- Assist with month-end and year-end close processes.
- Prepare recurring journal entries and account reconciliations. Maintain accurate documentation and records for accounting transactions.
- New vendor setup and preparation of sales tax exemption documents
- Provide backup support for contributions processing and accounts payable processing.
- Support the accounting team with special projects, as needed.

Key Working Relationships

1. Reports to the Finance & HR Director. Works closely with the Bookkeeper and other Operations Support staff.
2. Functions cooperatively and collaboratively as a member of Valley's staff team.

Other Details and Important Information

Exempt: No

Status: Part-time (22 hours/week)

Date: Oct. 20, 2026

Posted by: Finance & HR Director

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

Interested individuals must fill out an application, available on the Employment page on the Valley website. Please email the application, cover letter, and resume to search@valleycommunity.cc

No phone calls, please.