

JOB NAME: FINANCE AND HUMAN RESOURCES ASSISTANT

I. PERSONAL REQUIREMENTS:

This person must have made a personal commitment to Jesus Christ as their Lord and Savior and must demonstrate the reality of that relationship through their life and testimony. This person must have ministry experience in working with adults, and the ability to relate to them on a personal and spiritual level. This person has a Christlike attitude that is accepting and inclusive of all the diverse parts of the body of Christ.

This person must be self-directed, high-energy, enthusiastic and self-motivated with a history of success. This person must have a thorough knowledge of employment-related laws and regulations. This person must be creative, highly organized, and effective in managing multiple priorities and assignments. This person must also possess strong oral and written communication skills and must have excellent proficiency with Microsoft Office products (Word, Excel, PowerPoint, Publisher). This person must have proficiency with or the ability to quickly learn the organization's database systems (HRIS, Member Management, Finance). This person must have proven interpersonal and problem solving skills and be able to make decisions in keeping with the vision, policies, and practices of Calvary Chapel Newport News.

Because of the nature of the role, this person must possess extremely strong inter-personal skills and demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. This person must show initiative, perseverance, and possess a "whatever it takes" attitude. This person must be extremely flexible in an environment that is subject to many spur of the moment changes. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

I. EDUCATION REQUIREMENTS

Bachelor's degree in Business Administration or related field and/or 5 years experience along with 2 years experience in Human Resources.

II. PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to walk to access and navigate each department at the church's facilities.
- Must be able to articulate clearly and follow instructions.
- On-site presence at Eustis campus.

III. ESSENTIAL RESPONSIBILITIES:

The Finance and Human Resources Assistant is responsible directly to the Director of Business Operations to provide support in managing the financial and personnel affairs of CCNN.

Financial Management

- Perform accounting calculations and computations accurately
- Assist with credit card reconciliations
- Assist with bank reconciliations
- Assist with providing budget reports and statistical data for ministry support
- Assist with financial file maintenance – archiving
- Assist with quality control for Finance processes
- Assist with year end closing procedures
- Assist with distribution of year end statements
- Link online transactions with Member database and General Ledger
- Process daily online contribution activity
- Assist with recording accurate member contribution records
- Assist with processing bill payments as well as researching and resolving billing and vendor discrepancies
- Assist with Purchase Authorization initial review, purchase disbursement (creditcard, cash , etc), and after purchase reconciliation
- Allocate reproduction billing across CCNN ministries
- Assist with distributing and reconciling petty cash funds for CCNN
- Process NSF notices
- Envelope and mail thank you letters to first time givers
- Review timecards for payroll processing and interact with employee supervisors to resolve any discrepancies

Human Resources

- Maintain personnel files for CCNN
- Assist in employee relations issues (disciplinary, terminations and investigations)
- Assist with recordkeeping compliance
- Assist with benefit administration
- Assist with employee orientation
- Assist with employee recruitment
- Assist in maintaining ACS-Employee/Headmaster system and compiling reports
- Develop employee safety and welfare educational training and procedures
- Manage employment-related inquiries
- Research and maintain knowledge of HR best practices
- Performs other duties as requested

IV. POSITION CLASSIFICATION

- A. Full-time position
- B. Non-exempt

Relation to the Staff: Reports directly to the Director of Business Operations. An annual review will be conducted by the Director of Business Operations to evaluate performance.

Disclaimer: This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those essential job duties.