



FIRST LUTHERAN CHURCH

Job Description: Accounting/HR Assistant

Status: Part-time

FLSA:

Begin Date:

Purpose: The Accounting/HR Assistant is responsible for assisting with the daily accounting and HR onboarding needs of First Lutheran Church. These include but are not limited to basic data entry and organizing, accounts receivable, accounts payable, banking and payroll processing. This position will provide high standards of accuracy, timeliness, and compliance. The Accounting/HR Assistant will help create and foster a guest experience of trust, generosity and caring.

Essential Functions:

- Data entry of weekly donations and miscellaneous deposits
- Process and mail quarterly donor statements
- Communicate with donors concerning issues and discrepancies
- Maintain customer files and issue invoices for childcare and other external partners as needed
- Organizing and filing reports generated by accounting system
- Review and enter credit card receipts
- Review employee reimbursements according to policies and procedures
- Maintain vendor files, review and enter vendor invoices and communicate with vendors concerning discrepancies or issues
- Prepare HR folders, review onboarding checklists and keep employee files organized
- Backup payroll processing and benefits administration as needed
- Backup check processing as needed
- Backup weekly counting and deposit writeups as needed

Qualifications:

- Familiarity with basic fund accounting principles
- Experienced in accounting systems, Microsoft Office and other technology
- Accurate, organized and detail oriented

- Excellent verbal and written communication skills
- Ability to work independently and as a team member

Accountability: FLC Finance Manager and Chief Operations Officer

Culture Shaping Behavior:

- **Character** – We recognize that accomplishing our mission requires being trustworthy, authentic, and humble.
- **Teamwork** – We value working together to get things done as creative partners.
- **Community** – We choose to connect to eat, pray, and play together.
- **Hungry** – We want people with a desire to make a kingdom impact for Jesus Christ, doing whatever it takes with a sense of urgency.
- **Healthy Conflict** – We commit to addressing conflict quickly and directly.