

## Position: Financial Assistant – Accounts Payable

Reports to: Finance Pastor

Job Location: Central Offices – Arden, NC

Position Type: Full Time

Summary of Position: The Financial Assistant provides general accounting duties for the accounting department and handles a wide variety of activities with discretion, confidentiality, and good judgment.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Detail oriented and strong analytical skills
- Excellent computer skills with a knowledge of common bookkeeping and spreadsheet programs
- Exceptional time management and written and verbal communication skills
- Quick learner with a teachable spirit
- 3 years related accounting experience is preferred

### Essential Responsibilities

- Review Accounts Payable invoices & credit card charges for coding accuracies, proper authorizations, verifies quantity, pricing, extensions, and discounts applicable and inputs into accounting software.
- Print checks, match with backup and forwards for signature.
- Maintain a filing system for electronic and paper documents.
- Reconcile & research all vendor statements.
- Maintain & update computerized vendor files and information.
- Maintain and monitors 1099 forms for end of year processing to appropriate vendors.
- Assist in preparing weekly, monthly, quarterly, and year-end reports.
- Prepare and enters journal entries.
- Reconcile general ledger accounts.
- Prepare schedules and information as requested by outside auditors.
- Assist individual departments with analysis of spending & budgets.
- Correspond with vendors, staff, and ministry leaders.
- Complete special projects & other duties as assigned.