



## **Accounting Assistant Opportunity Profile & Position Description:**

At Trinity, we are passionate about seeing a diverse group of people find a common story in Christ. Since Trinity started 12 years ago, we have committed ourselves to exalting Jesus Christ and honoring God's Word in all that we say and do. Our four-part strategy is to invite people to Come to Christ, then to Grow in Christ, Serve Him, and Reach others with the great news about Christ. As God has brought more people, we have continued to be one church which now meets in five locations, three Virginia Beach locations, one in Downtown Norfolk and one in Stuttgart, Germany.

### **Position Overview:**

The Accounting Assistant role supports Trinity Church by providing excellent service to pastors, staff, and the finance committee by phone, e-mail and in person. This role includes a variety of administrative duties, as well, which requires the person in this position to make good decisions regarding priorities, to hold payroll and donor details in complete confidence, to communicate clearly and to manage their time well.

**Responsible/Accountable to:** Controller

### **Expected Hours:**

This role will average 10-15 hours/week including Monday and Wednesday mornings. There may be work weeks of up to 20 hours during the year. The dates and times of in-office attendance will vary from week to week depending on the church schedule and the monthly, quarterly and annual needs of the church.

## **Position Description: Accounting Assistant**

### **Responsibilities**

- Provide general admin duties; such as creating/editing documents, copying, scanning, e-mailings, etc.
- Assist with weekly giving counts, deposits, data entry and general ledger entries.
- Provide backup to the controller for entering semi-monthly payroll (PR) into the PR processing software
- Enter PR, deposit, banking and general ledger journals into the accounting general ledger system.
- Prepare weekly and monthly reports for review by the controller and report copies for meetings as needed.
- Calculate, process and enter 403 (b) retirement contributions.
- Maintain confidentiality regarding payroll and church giving details.
- Maintain accounting files including employee files.
- Provide backup assistance to other accounting staff as needed.

### **Minimum Requirements/Critical Skills**

- Proficiency in Microsoft Office Suite or similar cloud-based office software and cloud file storage system.
- Proficiency in an online payroll management system such as ADP, Clergy Financial Systems or TriNet.
- Proficiency in online accounting software such as ACS, QuickBooks or similar systems.
- Strong communication skills, verbal and written, including email and electronic document sharing.
- Must be detail-oriented with excellent organization skills.
- Ability to interact successfully with pastors, staff and elders.
- Professional demeanor and ability to defuse difficult situations in a calm manner.
- Ability to multi-task, prioritize and be flexible with changing needs in a high-paced team environment.

### **Essential Relationships**

- Reports to Controller
- Pastoral and Admin Staff
- Finance committee chair and treasurer

### **Preferred Education, Experience and Expectations:**

- Two-year college degree or 24 hours of coursework in Accounting, Not-for-Profit Business, Church Management or comparable education preferred. Equivalent experience may be considered in lieu of a college degree.
- 2-3 years of experience in full charge bookkeeping and general ledger accounting.

- 2-3 years of experience in hands-on payroll processing.
- A mix of for-profit and not-for-profit experience preferred.
- Experience may include a mix of:
  - processing payroll on in-house computer software or through a third-party company such as ADP or TriNet.
  - updating routine reports and data entry in Excel or through an online accounting system
  - assisting with audit document collection and responding to requests for information
  - completing routine account reconciliations and information reports
  - reconciling reports
  - supporting annual budget processes
- A firm understanding of Trinity Church’s mission and vision as well as a commitment to the mission of the church.
- Understanding of, and willingness to serve within, Trinity’s elder led model and the doctrinal commitments of the church.
- Credible Christian testimony of faith in Jesus Christ with a growing Christian faith and character.
- Must be physically able to bend, stoop, sit or stand at a computer keyboard for up to 4 hours with breaks, climb stairs or access the second-floor office space via a chair lift, and lift and carry objects and files (up to 20 lbs.).

**Support (what Trinity Church provides):**

- Hourly compensation and stated benefits
- Resources as specified (computer, office space, etc.)