



## Job Description

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Position Title:	Financial Associate (Accounts Payable)
Reports to:	Director of Business Operations
Status:	Part-time (avg. 8 hours/week); hours may be different each week
FLSA Classification:	Non-exempt
Creation/Revision Date:	August 31, 2015/ July 2020/May 31, 2023/June 11, 2024/December 9, 2025

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### SUMMARY

The Primary purpose of the Financial Associate is to serve the programs of Community Bible Church (CBC) by assisting the Director of Business Operations in the management of CBC finances, including accounts payable, Global Partners remittances, report generation, and, as requested, year-end procedures.

### ESSENTIAL FUNCTIONS

- Process all accounts payable, including corporate credit card accounts, monthly Global Partners remittances, and Deacon Team requests in a timely manner
- Interact with vendors as needed regarding outstanding balances, charge errors, potential cost savings, and tax-exemption paperwork.
- Ensure all paperwork, receipts, signatures, and approvals are obtained prior to paying invoices.
- Maintain familiarity with the budget chart of accounts and CBC financial policies.
- Maintain vendor files.
- Counting Offering and other deposits.
- Weekly bank deposits.
- Process electronic check deposits.
- Review QuickBooks data on a periodic basis.
- Assist with year-end procedures as needed, such as record and issue 1099s MISC as required by the IRS.
- Crosstrain with Financial Associate (Contributions) as needed.
- Other duties as assigned.

### QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made.

#### Education and/or Experience

- Must have at least some experience in bookkeeping and/or accounting.
- Experience in a church or other religious/nonprofit organizations is helpful but not required.
- Excel and QuickBooks experience preferred.

#### Other Skills, Abilities, and/or Training

- Must be highly organized, accurate, and detail oriented.
- Must be able to problem-solve with numbers, using accounting principles.
- Must understand and practice the Biblical principle of stewardship.

- Must be trustworthy, honest, and above reproach in all financial dealings.
- Must maintain the highest level of confidentiality regarding all financial matters, particularly contributions.
- Must be a mature, growing disciple of Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior give evidence of the fruit of the Spirit as outlined in Galatians 5:22-26.
- Must demonstrate a servant's attitude, have a spirit of cooperation, and be a team player.
- Should be spiritually gifted or capable in areas of help, administration, and interpersonal skills.
- Must be in full agreement with CBC's doctrinal and constitutional statements, work in cooperation with CBC's present philosophy of ministry, and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out.

#### **PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long periods of time
- Regularly required to move about
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear, verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 10 pounds and carry a distance of 15 feet
- Occasionally required to push and/or pull up to 10 pounds a distance of 15 feet

#### **VISION REQUIREMENTS**

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise levels; the individual is occasionally exposed to outdoor weather and temperature extremes.