

## Part-Time Financial Assistant

Indian Springs First Baptist Church is seeking a Part-Time Financial Assistant. This position is responsible for communicating with the Pastor and key members of the church in all church financials.

### Essential Duties:

1. Maintain complete, accurate and timely financial records
2. Oversee and manage bookkeeping, payroll, and accounting functions
3. Oversee cash receipts and disbursements, offerings, gifts, and credit card statements
4. Process and post online giving
5. Approve requests for expenditures
6. Manage accounts payable
7. Reconcile monthly statements for all accounts
8. Communicate financial status, performance, and any concerns to appropriate staff
9. File all business forms, renewals, and reports
10. Assist with Stewardship and Treasurer duties
11. Oversee human resources including paperwork, timesheets, and PTO forms
12. Process bi-monthly payroll
13. Post information in ShelbyNext Financials

Skills: Cash basis accounting experience is required  
Non-profit experience is preferred

Hours: 7-10 hours per week Flexible schedule between Monday and Thursday

8a-1p Rate: \$16.50-\$18.00 per hour based on experience

Send resume to: Indian Springs First Baptist Church  
3375 Cahaba Valley Road  
Indian Springs, AL 35124

Email resume to: [info@indianspringschurch.org](mailto:info@indianspringschurch.org)