

Job Title:	Operations & Payables Assistant
Position Status:	Permanent, Part-time
Employee Classification:	Non-exempt (hourly)
Regular Work Hours:	12 hours per week. Monday & Wednesday, 9:00 am - 3:00 pm
Reports to:	Finance & Operations Manager
Qualifications and Skills:	High school diploma or equivalent, 2+ years of professional experience

Responsibilities and Duties:

1. Reconciles and files the accounts payable documents in the correspondence bag received from our accounting firm on Wednesdays.
2. Manages records/file retention by filing, organizing, and shredding confidential records and information.
3. Collects all credit card receipts and reconciles the credit card expenses based on GL charge coding on a spreadsheet for our accounting firm.
4. Leads the weekly tithe count, updates the online tithe record system, and generates the tithe reports.
5. Manages the Tithe Counting Team's weekly schedule and trains new volunteers on the process.
6. Organizes the weekly supply orders from all ministries with various vendors (includes ordering and scheduling pick-up).
7. Enters new prayer requests and Connect Cards information into Planning Center.
8. Maintains the database of Journey members in Planning Center by managing duplicate records and keeping congregant information current.
9. Maintains a clean Lobby and Welcome Desk area by picking up and organizing on scheduled days.
10. Maintains the print room and supply cabinet by keeping it organized and stocked with ink, paper, and other needed office supplies.
11. Filter incoming calls during scheduled days.
12. Sorts mail and receives deliveries/couriers as well as prepare all outgoing mail.
13. Maintains the church Pantry by ordering needed supplies and keeping it clean and organized.
14. Handles calls regarding Tech Support for all printers.
15. Assists with other financial or office responsibilities and special projects as needed.