

Job Description: Staff Assistant-Accounts Payable/Receivable and HR

This full-time position is responsible for assisting with and performing key functions in the Business Office related to Finance/Accounting and Human Resources operations. We are searching for a ministry minded individual that is flexible and team oriented. They must possess a positive attitude and work with a high level of integrity and discretion.

Required Skills/Experience: 1 - 3 years

- Thorough knowledge of bookkeeping/accounting practices and procedures
- Experience with accounting software systems - preferably Blackbaud FENXT and database/church management software - preferably Planning Center Online (PCO)
- Experience maintaining highly confidential information
- Excellent organizational, communication, collaboration, and attention to detail skills
- Proficient in Microsoft Office Suite products
- Experience with human resources documents and timekeeping systems
- Ability to work independently in a fast-paced environment with a diversity of duties

Primary Responsibilities:

Accounts Payable/Receivable:

- Issue payment for invoices, check requests, credit card statements, download invoices/statements from vendor sites and research payment transactions as necessary
- Process Online Income weekly via Shelby Next Giving and post to database and financials
- Maintain Accounts Payable Filing system and store each previous year
- Collect, sort, process, prepare deposits and post the weekly offerings from Sunday and Wednesday services and incoming mail
- Manage the annual process of Contribution Statement distribution and statements as needed and assist users with account set up
- Assist with the expansion of Blackbaud FENXT financial system as needed for internal efficiency and end users; prepare research, create/run basic reports as needed

Human Resources, Insurance, Misc:

- Maintain Teams Shifts for employee time off and schedules, assist with timekeeping systems
- Assist with Benefits, Commercial Insurance/General Liability Insurance renewals

- Collect and recap Certificates Of Insurance's for Worker's Compensation Insurance Audit
- Oversee Motor Vehicle Report process to screen and /maintain approved driver's list
- Assist with other HR/Employee Related functions as needed
- Attend Staff Meetings (Tuesday & Thursday 8:30am) and attend Church services at Calvary Chapel of St Pete
- Assist with special projects and Other duties as assigned

Physical Requirements:

- Prolonged periods of sitting at a desk and heavy computer work
- Must be able to lift up to 25 pounds at times
- Ability to multi-task with diversity of duties