



Position Description

Employee: _____ **Time Base** Part-Time (8 hrs./wk.)
Title: Financial Assistant
Supervisor: Accounting and Administrative Specialist **Classification:** Non-Exempt

Function:

Provide financial assistance to the Office of Administration and Stewardship.

Responsibilities:

- Properly record all funds to the DC Baptist Convention from tenants and others in ACS.
- Weekly process Check Requests (AP) in ACS.
- Prepare monthly/quarterly invoices for building use, parking fees, and staff reimbursement.
- Perform related duties as assigned.

As Convention Staff:

- Contribute to and maintain a courteous, clean, and safe office environment within a Christian agency.
- Work cooperatively with the Administrative support team as coordinated by the Accounting and Administrative Specialist.
- Subscribe to and promote the vision, mission, and values of the Convention.
- Exercise personal initiative, stewardship, and overall goodwill in pursuing the mission of the DCBC.

Qualifications:

- Three (3) years' experience as an Administrative Assistant
- Experience with Microsoft Office products: Word and Excel.
- Detail-oriented, highly organized, and works well in both independent and dependent environments.
- Excellent interpersonal skills.
- All work is performed on-site at the DCBC office.
- Must be available to work on Mondays, Wednesdays and/or Thursdays; and possibly evenings or Saturdays for special meetings and events.

Employee's Signature

Date

Supervisor's Signature

Date