



Position: Accounting Assistant

Purpose:

Under the direction of the Business Administrator, this position is responsible for performing a variety of bookkeeping and accounting duties including all financial recordkeeping for Calvary Lutheran Church. The Accounting Assistant audits cash receipts, prepares and makes bank deposits, and enters all data in Quickbooks. This position will code and process all accounts payable and prepare payment. This person will also make payroll transactions. The Accounting Assistant maintains and monitors a variety of restricted accounts, completes bank reconciliations, and other month end accounting.

Hours: 10 hours per week.

The goal of the Accounting Assistant is to help us live out our mission through being fiscally responsible and financially sound so we can lead even more people to a lifelong faith in Jesus Christ.

Key Job Duties & Responsibilities:

1. **Data Entry & Recordkeeping:** This role will ensure all cash receipts are entered accurately in church management software and Quickbooks, and issue giving statements accordingly. They will prepare and make bank deposits and ensure accurate records are filed and maintained for annual audits. This person will ensure bills are paid in a timely manner and receive the proper authorization prior to payment.
2. **Payroll:** This role will collect payroll hours and enter data into Quickbooks, as well as issue payment via ACH. This person will make payments to employee retirement plans. They will assist the Business Administrator in keeping accurate employee records including any changes to pay.

3. Communication: This person will demonstrate excellent verbal and written communication and possess great customer service skills. This position is responsible for timely communication with the Business Administrator and Treasurer. This will include preparing monthly reports, managing restricted accounts, and alerting to any discrepancies or essential actions.

Required Qualifications:

- Associates degree or higher in accounting, math, or other related field
- Minimum of 1-3 years of accounting experience
- Knowledge of Quickbooks is required
- Demonstrated ability to prioritize work and meet deadlines

Working Conditions:

- Reports to Business Administrator
- Hybrid work environment (in-office and at home)
- Schedule to be determined upon hiring
- Light lifting required (up to 15 pounds)

If you meet the qualifications and would like to apply, please send your resume to Calvary Lutheran Church via email at hiring@calvaryalex.org. Inquiries can be directed to Katie Rentschler, Business Administrator by calling 320.763.5178.

More information about Calvary Lutheran Church can be found on our website at www.calvaryalex.org.