

**GENERAL DESCRIPTION:**

Assists with the creation and maintenance of the accounting records of SRC. This is a part-time role initially working 15-20 hours per week with more hours possible at the end of the year. A pre-employment drug screening is required for all candidates offered employment.

**REPORTS TO:**

Financial Manager

**TEAM MEMBERSHIP:**

Accounting Team

**PRIMARY JOB FUNCTIONS & RESPONSIBILITIES INCLUDE (but are not limited to):****CASH RECEIPTS – CONTRIBUTIONS**

- Manage and process Arena online ACH and credit card donations.
- Prepare and distribute weekly attendance report.
- Reconciles Sunday contributions and processes electronic check and cash deposits.
- Process quarterly contribution statements via email and mail.
- Point of contact for donors and all contributions.
- Maintain a spreadsheet of all donations given through Trust and/or Giving organizations.

**CASH RECEIPTS – NON-CONTRIBUTIONS****Process all non-contributions receipts including (but not limited to):**

- Ministry deposits – Processes all Cash, Checks and Credit Cards deposits
- Processes electronic check deposit to bank, and verifies the file was received without adjustment
- Processes Manual Entry deposits in Arena, and verifies them to the cash, check, credit card deposit
- Processes daily Counseling Center credit card deposits in Bank Management
- Maintains cash receipts journal for all deposits – Operating, E-Give, SRCS and Counseling Center
- Process all returned checks.
- Save Arena registration payments entries to the general ledger on a daily basis.
- Records miscellaneous receipts/deposits into Bank Account Management (Upward, FACTS, Stripe, etc.).

**MISCELLANEOUS**

- Cross train for Accounts Payable and assists in daily operations.
- Verifies signatures on weekly AP checks, distributes checks to ministries, and processes postage and takes to the post office for mailing.
- Annually organize campus-wide document shredding and billing with Accounting Associate
- Fills in during staff vacations, illnesses, etc.

**QUALIFICATIONS REQUIRED:**

- Must be organized, have a strong attention to detail and work within a deadline.
- Proficient in Excel and Word
- Must be able to work well with people
- Must have strong verbal and written communications skills
- Must be able to problem solve
- Must have 3+ years of accounting related experience.

**PERSONAL REQUIREMENTS:**

Must be outgoing, personable and comfortable working with multiple individuals: is a self-starter and requires minimal supervision. Excellent communication skills: is able to multi-task in a fast-paced environment. Understands the need for confidentiality. Flexibility and ability to meet deadlines is a must.

**\*\*Spanish River Church is a Drug-Free Workplace. We participate in E-Verify\*\***