



Missouri District UPCI

Vision: A Thriving Apostolic Work in Every Community.

EMPLOYMENT OPPORTUNITY

Job Title	Finance Assistant
Division/Department	Missouri District Ministry Center
Posting Date	August 24, 2021
Closing Date	Open Until Filled
Pay Range	\$16.75/hour minimum to \$24.70/hour maximum
Starting Range	\$16.75/hour to \$19.72/hour starting range
Benefits Offered	Paid Time Off and Paid Holidays.
Exempt/Non-Exempt	Non-Exempt
Status	Part Time

The Missouri District UPCI is currently recruiting for the position of Finance Assistant within Missouri District Ministry Center. The purpose of this position is to support the various finance needs of the District Superintendent and District Secretary.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee accounting activities for all departments.
- Prepare payments for vendor invoices and other accounts payable.
- Prepare bank deposits by compiling contributions and data from departments, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Calculate, prepare, and issue account statements for ministerial dues and other financial statements according to established procedures.
- Receives, prepares, handles, and stores confidential information. Maintains confidentiality.
- Receive, record, and bank cash, checks, and vouchers.
- Code transactions according to Missouri District procedures.
- Reconcile or note and report discrepancies found in records.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.

Minimum Training and Experience Required

- Must have a burden for Kingdom expansion in the Missouri District.
- Must have a love for the ministry and church work.
- Proficient with Microsoft Office Suite or related software.
- Proficient with fund accounting software, Intuit QuickBooks preferred.
- Ability to learn church management software.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to work together with a team towards a common goal.
- Ability to take constructive correction related to job performance.
- High school diploma or equivalent required, post-secondary education is preferred.
- Three to five years of fund accounting experience, preferred.
- Experience working for a church organization, preferred.

Contact Information

Interested applicants should submit an application by downloading one at www.modistrict.com and following the directions there.

Please be sure to upload a resume with your application. If you have any questions, please email employment@modistrict.com.