



POSITION DESCRIPTION

Finance Assistant II

Summary: Plays a key role in carrying out policies and procedures of the finance department, with the goal of providing the financial resources and information Entrust staff need as they multiply leaders for multiplying churches around the world. Answers questions and responds to requests from staff, donors and board members. Serves as part of a responsive, caring administrative team that prays and works together for the mission the Lord Jesus has given to Entrust.

Reports to: Finance Team Director/Office Manager

Commitment: 15-20 hours / week

Location: Colorado Springs, CO / Home Office

Compensation: \$17-19 per hour, with benefits including paid holidays, accumulated vacation and sick leave. Supplemental insurance available.

SPECIFIC AREAS OF RESPONSIBILITY

- Open mail (together with a second person) and tally checks received. May also distribute non-financial mail to other office staff.
- Code checks and confirm totals after mail is opened and checks tallied.
- Receive Vanco (credit card [CC] and electronic fund transfer [EFT] processor) emails and deposit summaries; transfer donation data to spreadsheets for data entry.
- Scan all transaction documentation (to include bank transactions, wire transfers, expense reports, E-Tapestry transactions, batches of checks/CC/EFTs, transfers between staff/project funds), rename the file and send to Bright & Associates either by email or upload to Dropbox, as appropriate.
- Review expense reports for necessary receipts, notation of ministry purpose, accurate addition, staff signature and verify that purchase dates are per policy and within acceptable IRS time periods.
- Scan approved expense reports and email those files to bill.com for processing/reimbursement.
- Prepare wire transfers.
- Distribute monthly financial reports to electronic staff folders on the internal server then upload and distribute those reports to staff folders on the Staff Portal.
- Assist Finance Team Director with running periodic reports from and verifying transactions within QuickBooks software updated and maintained by Bright & Associates.
- Maintain annual renewals of state Charitable Solicitation registrations. Apply for Charitable Solicitation registration in new states, as applicable.

- Answer phones and direct calls, as needed.
- Cross-train on all currently used financial software and procedures; remain prepared to serve as backup for finance department.
- Assist in gathering and reviewing annual financial budgets from staff, in collaboration with Bright & Associates staff.
- Prepare and send end-of-year receipts to donors via email or USPS.
- Update training manual as needed for tasks required for this position.
- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Finance department will provide resources on a timely basis to staff and partners.
- Finance department will provide useful and accurate financial information to management, staff, board and donors.
- Entrust will achieve a clean annual audit.
- Entrust will maintain 501(c)(3) status (deductibility of donations to Entrust).
- Entrust will gain new staff and donors.

QUALIFICATIONS

Professional Qualifications

- High School diploma or equivalent. Prefer some certificate work or college courses.
- Basic understanding of bookkeeping skills.
- Prefer at least one year experience in bookkeeping.
- 1-2 years' experience or intermediate understanding and use of Excel.
- Willingness to continually upgrade skills through professional development.
- Aptitude for computer work. Familiarity with Office 365 and financial programs as needed, and office equipment, as related to job functions.
- Ability to organize and prioritize work and maintain attention to detail.
- Commitment to best principles and practices in adult education.

Personal Qualities Desired

- Desire to support the mission of Entrust and provide care and support for staff.
- Ability to contribute toward a cheerful and hospitable atmosphere in work area.
- Good interpersonal skills.
- Ability to uphold unity and team spirit.
- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.

Spiritual Qualities Desired

- Teachable spirit and servant's heart.

- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness, and interpersonal relationships.

Employment Requirements

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.

January 2024