

# **Redeemer Lutheran Church, Springfield / Nixa, MO**

## **RLC Financial Administrative Assistant (Full-time, non-exempt)**

### **Position Summary**

Financial Administrative Assistant serves the organization across both campuses and all ministry areas. This position works in partnership with the Executive Director, Treasurer and Board of Directors.

The Financial Administrative Assistant reports to the Executive Director.

### **Primary Responsibilities**

#### **Financial**

- Provide direct accounting support and financial record keeping including, but not limited to:
  - Contribution entry, deposits and accounts payable processing
  - General ledger entries
  - Bank account reconciliation
  - Financial reports distribution to leadership
- Provide direct financial administrative support including, but not limited to:
  - Contribution statement distribution
  - Memorial next of kin and donor letter preparation
- Provide backup check processing and payroll support to Executive Director
- Direct financial support for Springfield Lutheran School (SLS) financial-related tasks including, but not limited to:
  - Post student charges to Sycamore software
  - Reconcile lunch forms
  - Process school tuition payments
  - Liaison to parents regarding school-related financial matters
  - Process teacher's substitute invoices and paid invoices
  - Process financial assistance requests
  - Set up tuition billing
  - Post athletic fees
  - Process accounts payable
  - Prepare SLS financials and supplemental support analysis for RSC
  - Assist in SLS Budget preparation
  - Upload NWEA information and help with issues during testing
  - Update Erate information for internet subsidy
  - Complete required PCI DSS compliance
  - Attend RLC/SLS budget committee meetings

#### **Administrative**

This position provides support for all general administration duties in the absence of the Springfield Front Office Assistant. Duties include, but are not limited to:

- Maintain Church Management Software (CMS), online directory, and permanent member and attendance records
- Church statistical support to Board of Elders
- Customer service support to congregation

- Office supply orders
- Weekly attendance entry
- Maintain church calendar, and building & van use
- Campus worship bulletin, News & Notes, and Children's message pages
- Preparation and distribution of Herald newsletter
- Copier service calls

### **Qualifications**

- Ability to work effectively in a collaborative, team ministry environment
- Minimum Associate's degree in accounting or business-related field
- Non-profit accounting background preferred
- Proficient in Microsoft Excel and Word, Adobe Acrobat Pro, Canva, ConstantContact
- Ability to navigate and learn Church Management Software (CMS), and Payroll/HR Platform
- Excellent verbal and written communication skills
- Must be able to physically perform basic life operational functions: standing, walking, feeling, talking, hearing, lifting, climbing, balancing and making repetitive motions
- Must have sight sufficient to read computer screen and to proof printed materials
- Must be able to lift and carry up to 25 lbs. up and down stairs

### **Additional Information**

This is a non-exhaustive job description, and other duties may be assigned as required.