Ebenezer Baptist Church
Finance Assistant Job Description

The finance assistant reports directly to the CFO and supports the Finance office by reviewing all invoices for appropriate documentation and approval prior to payment, compiles records, maintains accounts and performs all accounts payable activities for EBC and the MLKCRC.

Essential Functions

Prints and obtains signatures on all accounts payable checks.

- Reviews all invoices for appropriate documentation and approval prior to payment.
- Distributes signed checks as required.
- Acts as liaison between CFO, Church staff, Ministry Leaders and church members.
- Answers all vendor inquiries.
- Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
- Assists CFO, Pastoral Staff, and Trustees as necessary.
- Prepares cleared and voided checks for storage.
- Assembles and processes overnight shipments to vendors and other customers.
- Assists in monthly closings.
- Prepares analysis of accounts, as required.
- Performs filing, copying and generate reports as requested.

Experience

The finance assistant must have the ability to prioritize workload, meet deadlines and manage many projects simultaneously. Ability to use Excel, Word and other financial non-profit software programs (Quick Books and other church non-profit accounting software). Must have an understanding of data privacy standards. The education requirement for the Finance Assistant is a High school diploma or Associate Degree in Business, finance or Accounting and 3 years or more of accounts payable experience.

Apply at: Email: careers@ebenezeratl.org