JOB DESCRIPTION

JOB TITLE: Accounting Assistant
MINISTRY TEAM: Accounting Department

VISION/MISSION:

Our vision is to see NEW LIFE in JESUS all along our COASTLINE. Coastline is a community who gathers to LOVE God, groups to CONNECT together, and goes to LIVE on MISSION in our world.

ROLE SUMMARY

As a staff member you are responsible to nurture and develop this vision, mission and values of Coastline.

RELATIONSHIPS

DIRECTOR: Regina Glover
TEAM: Regina Glover

ROLE REQUIREMENTS

COASTLINE CULTURAL QUALIFICATIONS:

Calling, Character, Capability, & Chemistry (see Qualities of a Servant Leader, FirstSteps Book, and Employee Handbook for more info)

REQUIRED SKILLS/EDUCATION:

For Accounting Assistant Role:
Experience in Administrative Support
2-4 year college education
Bookkeeping experience
Knowledge of Quickbooks
Cash handling experience
Attention to detail
Effective communication skills
Preferred Proficient w/ Office 365

ESSENTIAL FUNCTIONS & OBJECTIVES

> Supports the Vision, Mission, Values, Philosophy, Goals, & Objectives of Coastline.
> Adheres to Policies and Procedures in Performing Position Duties & Responsibilities.
> Attends & Actively Participates in Coastline Gatherings, Groups, Meetings, Events, Conferences, & Activities According to Position Responsibilities & at the Direction of your Overseer.

*RESObjects***RESPONSIBILITIES – Responsibilities Include, but are not limited to:**

Accounting Assistant:
Quickbooks accounting of weekly deposits, posting receipts and payables etc. for Church, The Shop, and CCA
Twice weekly bank deposits to bank
Cutting checks for weekly payables
Outgoing Mail of payables
Reconciliation of Amex cards
Admin support as needed during events, greeting etc.
Preparing deposit bags for all 3 services each week
Mission & event trips reconciliation of income & expenses

RHYTHMS AND REMUNERATION

WEEKLY HOURS: 40 Hrs FullTime
CURRENT PAY RATE:

I have read this Job Description, Understand the Functions & Objectives, & Agree/Commit to my position at Coastline.

_____   _____
SIGNATURE   DATE