**South Carolina Baptist Convention**

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| Job Title | *Accounting Assistant* |
| Reports to | *Accounting Director* |
| Status | 🞏 Exempt x🞏 Non-Exempt x🞏 Full-Time 🞏 Part-Time (check one) |
| Salary Band |  |

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| Duties and Purpose |

* Be cross-trained in the duties of the other accounting assistants to act as backup in the event of their absence. This includes but is not limited to:
  + Processing expense reports and event registration fees
  + Processing vendor changes, check requests, and automatic bank drafts
  + Processing contributions
* Proof contributions as they are processed.
* Create the weekly payables batch in the accounting system, generate payment notification emails to vendors, and upload EFT file to the bank.
* Create and maintain vendor files.
* Create and maintain cooperating church files.
* Reconcile discrepancies in church records between the accounting system and the church database.
* Assist the CFO with Budget, Finance and Audit Committee meetings by scheduling meetings, providing documents, providing meal service, and transcribing minutes.
* Obtain the audit reports of SCBaptist and our ministry partners for inclusion in the SCBaptist Book of Reports and for the review of the BF&A committee.
* Use Microsoft Excel proficiently to assist with reports and to maintain interdepartmental metrics.
* Order office supplies for the accounting department.
* Process payments for insurance premiums, property taxes, and vehicle taxes.
* Process payments for all legal fees and maintain copies of invoices for review by auditors.
* Relate to all internal departments and external customers/vendors, as needed.
* Assist the CFO by preparing expense reports, monitoring emails, and fulfilling other requests as needed.
* Performs other tasks as requested by the Accounting Director and the CFO.

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| Qualifications |

Qualifications include:

* Is an active member of a local Southern Baptist church that is in friendly cooperation with the South Carolina Baptist Convention and Southern Baptist Convention and faithfully contributing through Cooperative Program in support of Convention work.
* Adheres to the core values and vision and mission statement of the South Carolina Baptist Convention.
* Is committed to the promotion of the Cooperative Program.
* Agrees to abide by a high standard of moral and ethical behavior that will positively represent the vision and values of the South Carolina Baptist Convention.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive, and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Direct Reports |

*List by job title any positions to be supervised by the incumbent.*

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |

*Ideally, a job description should be reviewed annually and updated as often as necessary.*