
Job Title: Financial Assistant

Department: Finance

Reports To: Director of Finance/Accounts Payable Financial Assistant

Location: Kingsland Baptist Church, Central Campus

Job Type: Part-time, In-person (approx. 20-25 hours/week)

Job Summary:

This role will primarily focus on posting daily sales from our POS system into financial software, reconciling credit card statements, and supporting various functions within the finance department. The ideal candidate will have a strong understanding of basic accounting principles, excellent attention to detail, and the ability to manage multiple tasks efficiently and independently. Confidentiality is of utmost importance.

Key Responsibilities:

- **Daily Sales Posting:**
 - Extract and verify daily sales data from the POS system.
 - Accurately enter sales information into the financial software.
 - Ensure correct allocation of revenue, taxes, discounts, and tender types.
- **Credit Card Reconciliation:**
 - Reconcile credit card statements with internal records.
 - Investigate and resolve discrepancies in a timely manner.
 - Liaise with banks or card processors as needed.
- **General Financial Support:**
 - Assist with month-end and year-end closing processes.
 - Support accounts payable and receivable processes.
 - Maintain accurate and organized financial records.
 - Assist with audits, reporting, and data entry as required.

- Provide ad hoc support across the finance team.
-

Qualifications:

- Proven experience in a similar financial, accounting, or bookkeeping role.
 - Strong understanding of basic accounting principles.
 - Proficiency in QuickBooks, Microsoft Teams, and POS systems is an advantage.
 - Excellent attention to detail and accuracy.
 - Strong organizational and time-management skills.
 - Ability to work independently and collaboratively within a team.
-

Education:

- Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
 - Relevant certifications or equivalent work experience will also be considered.
-

Working Conditions:

- Office-based environment.
 - Occasional extended hours during peak periods (e.g., year-end close, audit).
-

To Apply:

Please submit your resume and a brief cover letter outlining your relevant experience to accountspayable@kingsland.org.