

Position Title: Finance Assistant
Reports to: Cody Colgrove, Ministry Area Leader
Payroll Status: 25 hours a week

The Basics:

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority

The Details:

- Administer all LBC benefits: Health, Dental, Vision, Life, Retirement, HRA, FSA
- Process Expense Reimbursements
- Process Accounts Receivable
- Reconcile Benefits Accounts
- Assist in counting weekend offering
- Manage employee timekeeping system
- Assist Director of Business & Staff Services

The Skills:

- Experience with Microsoft Word, Excel and Outlook
- Attention to detail and high level of accuracy
- Able to keep track of multiple deadlines
- Excellent communicator that loves a team environment
- Loves serving all types of people
- Experience with Accounting and handling cash

Bonus Points:

- Doesn't mind reading insurance plan documents
- Frequent changes and interruptions do not fluster you