



## **Finance Assistant, Part Time**

Job Description

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**Reports To** Finance Manager

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- Basic Functions**
- Quickbooks entry and categorizing of invoices and credit purchases. Plus Quickbooks online.
  - Processing and data entry of deposits received.
  - Assist in Payroll processing and quarterly reports.
  - Become efficient with eTapestry database procedures.
  - Reconciliation of all financial accounts.
  - Assist in the annual independent audit/review and year-end processes.
  - Ensure compliance with internal controls and operational procedures.
  - Provide support as needed for all fundraising projects
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**QUALIFICATIONS:**

- A dynamic relationship with Jesus Christ as Savior and Lord.
- A sense of vision and calling to the FCWS pro-life ministry.
- Agree with and be willing to uphold the Core Values, Statement of Faith, and Policies and Procedures of First Coast Women's Services.
- An Associate degree or related equivalent experience is preferred, with a High School diploma or GED required.
- Minimum of two years of experience with basic data entry, bookkeeping and accounting practices.
- Exhibit proficiency in Microsoft Office Suite, Excel and Excel functions.
- Excellent organization, time management and problem-solving skills.
- Committed to maintaining a high degree of professionalism and confidentiality.
- Skilled in interpersonal communications.
- Administrative gifts.

**The Finance Assistant shall receive a yearly written and oral evaluation by the Finance Manager.**