

# Louisville Regional Baptist Association - Financial Services Associate

## **Job Description:**

Provide accurate financial and bookkeeping services for the Association according to all accepted standards and procedures.

## **Reporting Structure:**

The Financial Services Associate reports to the Associational Mission Strategist and works primarily with the Business and Finance Committee.

## **Personnel Parameters:**

20-25 hours weekly with applicable benefits. Hours to be served during regular office schedule. See LRBA Personnel Policies Handbook for further detail.

## **Compensation:**

Pay in the range of \$20 per hour to \$24 per hour based upon experience and skill set.

## **Primary Function and Responsibilities:**

1. Use the office computer system, currently QuickBooks, to keep accurate records of all monies received and disbursed by the Association.
2. Maintain neat, accurate records of all accounts; create new accounts and provide financial statements regularly.
3. Prepare reports and pay taxes, or monitor such by payroll service, including payroll taxes, as required by applicable government agencies or entities.
4. Prepare financial reports for the monthly Business & Finance Committee, the quarterly Executive Board and Annual Meetings.
5. Manage and monitor endowment and designated accounts.
6. Review reports with the Associational Mission Strategist and note any problems or major items that are or may be out of line with the budget.
7. Keep accurate records of salaries, PTO, and other data in support of the work of the Personnel Committee.
8. Provide staff assistance for the Missions and Ministry Team, especially the grant procedures, processing all transactions as needed.
9. Maintain checking and deposit accounts as authorized and pay all bills properly authorized.
10. Assist with preparation for budget planning and promotion, providing staff assistance for the Business & Finance Committee.
11. Keep documentation (whether physical or digital) with instructions for daily, monthly, quarterly, yearly duties and instructions on procedures.
12. Coordinate with outside contractors and payees, such as landlord and cleaning service, by contracting and monitoring necessary outsources.
13. Assist in the office with mail-outs and other duties when time permits.
14. Other duties within a reasonable scope as assigned by the Associational Mission Strategist.



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## Other Position Responsibilities:

1. Attend ministry staff meetings in person or via electronic means as requested.
2. Report all appropriate expenses and reimbursement requests in a timely fashion in writing.
3. Provide a summary of activities to AMS if requested.

## Job Requirements:

1. Commitment to the vision, mission, and doctrinal positions of the Louisville Regional Baptist Association.
2. Desire to work as a part of a dynamic team who are committed to serving churches for the sake of the Kingdom of Christ.
3. Real world experience with financial processing and record keeping.
4. Computer competence and familiarity with Microsoft software products.
5. Understanding and functional skill with QuickBooks (preferably non-profit version).
6. Willingness to learn and grow as the position requires or allows.

## Inquiries and applications:

1. Send all resumes to Louisville Regional Baptist Association, 960 S 3<sup>rd</sup> St, Louisville, KY 40203. Attn: Personnel
2. Direct questions to the Personnel Committee at [finance@lrba.org](mailto:finance@lrba.org).

