

**Position: Finance Associate**  
**Hours: Full Time 40 hrs/wk**  
**Department: Hope Administration**  
**Campus: West Creek**  
**Reports To: Finance & Human Resources Manager**

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## **OVERVIEW**

The Finance Associate will assist in the administration of financial and business functions of the Hope Church Finance Office, whose purpose is to enable Hope's ministries to offer experiences, relationships, and places where people can find life and purpose through Jesus Christ. This person is responsible for the handling and tracking of all of Hope's day-to-day finances, using Excel, Pushpay, Church Community Builder, and ACS systems to perform duties. The Finance Associate establishes agreed upon priorities with the Finance Manager and completes that work with minimal instruction/supervision. Exercises judgment in selecting and applying established procedures correctly and in determining when to escalate requests to the Finance Manager. Performs duties with attention to detail and with great confidentiality, discretion, and sensitivity due to the nature of the work.

## **RESPONSIBILITIES**

- Handles and tracks Hope's financial giving, income from all thrift stores, all church program and mission trip payments
- Analyzes and provides metrics and income reporting to leadership and finance committees
- Tracks spending versus budget, and provides monthly and ad-hoc reports to budget leaders and ministry areas
- Handles Accounts Payable check processing
- Has an understanding of datasets, fund accounting, and job cost accounting in support of Hope's related businesses such as the Hope Thrift Store, and future multiple campuses
- Reconciles expense reimbursements for members ensuring proper signing authority and receipts are in place for staff via Hope sponsored credit cards. Follows up with users. Prepares and reconciles journal and uploads expenses to ACS to appropriate cost codes
- Assists Outreach with monthly and quarterly contributions and assist mission team members with reconciliation of expenses, working with Ardent system
- Prepares the weekly deposits for the weekend's services (both cash and electronically) for donations by check, Pushpay, EFT, or other medium by using the Pushpay Contributions module. Posts deposits accordingly to ACS
- Oversees quarterly giving statement distribution to all Hope givers
- Attends monthly Finance Committee meetings, reporting on metrics and taking minutes as needed
- Tracks and reports on income for all Thrift stores
- Other duties as assigned by Finance Manager such as filing and copying

## **REQUIREMENTS**

*Education:* Bachelor's degree in finance, accounting, business or related area is highly preferred, or sufficient hands-on experience in a related bookkeeping functions at a like-sized organization.

*Skills and Experience:*

- Strong computer competency required, including MS Excel
- Proficiency with ACS or other accounting software is ideal
- Strong administrative and interpersonal skills
- Must be able to work independently
- Must be able to communicate clearly and effectively, both verbally and in writing

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**In order to apply, please submit the following to [hr@hopecentral.com](mailto:hr@hopecentral.com)**

- **Cover letter and resume**
- **Hope [application](#) for employment**