

# Foothill CHURCH

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## FINANCE ASSISTANT OPERATIONS

### OVERVIEW:

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**Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.** This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

### ROLE SUMMARY:

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The Finance Assistant serves Foothill Church, Foothill Christian School, and Foothill Preschool. This role primarily focuses on accounts payable and administrative tasks. Responsibilities include managing invoices, processing internal and external disbursement requests, responding to vendor inquiries, and maintaining confidential financial records.

### QUALIFICATIONS:

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- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Faithfully attend and actively participate in a local church that is in agreement with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life, verified annually.
- Proficient with Apple products and software, Microsoft Office Suite, Google Platform, and other programs and software used by the church.

### ABILITIES:

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- Communicate professionally and effectively in verbal and written form.
- Maintain confidential information with discretion and good judgment.
- Organize and complete work in a timely and professional manner.
- Manage multiple tasks requiring continual prioritization.
- Demonstrate flexibility in a dynamic office environment.

### KNOWLEDGE, SKILLS and DEMANDS:

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#### Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

#### Skills

- Perform duties with minimum supervision.
- Approach and carry on a conversation with strangers and families.
- Structure and organize documents and files for multiple users.
- Manage, prioritize, and execute several tasks at time.
- Maintain biblical integrity when interacting personally with constituents.

#### Relationship Building

- Work well with others, cultivating, and maintaining positive relationships with staff, volunteers, and church members.

#### Mental Demands

- Understand verbal and written instructions.

- Work cooperatively with others.
- Follow directions.
- Delegate tasks to volunteers and oversee that they are done properly.
- Problem-solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.

#### **Physical Demands**

- Stand or sit for long periods of time.
- Use a computer for the majority of the day.

#### **Environment**

- Maintain safe and clean work conditions in the areas assigned.
- Work in a fast-paced environment.

#### **Technologies**

- Proficient with Google Workspace, Microsoft Office Suite, and Adobe.
- Navigate websites and online platforms.
- Operate a multi-line phone system.

#### **SPECIFIC DUTIES and RESPONSIBILITIES:**

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##### **Accounts Payable**

- Open and process incoming mail; monitor the A/P email inbox for invoices and inquiries.
- Scan and upload payables into the finance system.
- Obtain approvals and follow up with department managers as needed.
- Review and reconcile Ramp transactions; report discrepancies to the Bookkeeper.
- Assist with check run schedules and related communications.
- Provide support to the bookkeeper on assigned projects.

#### **REPORTING:**

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- Reports directly to the Bookkeeper.

#### **SHARED VALUES:**

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

#### **POSITION TYPE:**

- Part-Time.
- Temporary.
- Non-Exempt.
- Level 2.

**Schedule:** Monday-Wednesday

**Hours:** 6-10 hours/week

**Pay:** \$20/hour

**Benefits:** Retirement Plan, Bereavement, Paid Sick Leave. See [Benefits Summary](#) for additional information.