



Texas District Church Extension Fund

Job Description/Ministry Role

Position Title:	Accounting Administrative Assistant
Hours:	40 Hours Weekly
Salary:	
Review Process:	Role and Performance Review Conducted Annually

A. ROLE DESCRIPTION/SUMMARY

1. Summary of the broad purpose of the position and its responsibilities/duties

Provides administrative and financial support to ensure efficient operations of the organization

2. Reporting / Working Relationships

Reports to Texas District Church Extension Fund Financial Controller.

3. Statement of Key Outcomes/Activities

- Assist accounting, loan, and operations teams
- Aid in budget/projections data entry
- Process payables and receivables
- Reconcile bank statement to ensure incoming and outgoing funds are accurate
- Review financial statements such as income statements, cash flow statements, and balance sheets.
- Compile data and prepares reports as directed
- Prepare Board reports and documents as requested
- Assist with daily ACH processing
- Manage CECL allowance calculations based on established methodology
- Oversee Unclaimed property
- Embrace other duties as assigned

B. ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCE

- Heart for Ministry
- Commitment and loyalty to the vision, mission, and goals of the Texas District Church Extension Fund
- Operates with integrity at all times
- Attention to detail, follow-up, and organization
- Strong computer skills, especially data entry
- Skilled in Microsoft Excel and Word
- A good level of communication and interpersonal skills, including the ability to work as a part of a team-oriented working environment
- Excellent attention to detail
- Ability to prioritize and work independently
- Ability to adapt work practices to meet changing circumstances
- Experience in financial and or bookkeeping position