**Job Title: Finance – Associate Director**

**Reports To:** Finance Director, Jeanne Clary

**Position Status: Full-Time**

**Summary of Position**

Finance Associate responsibilities include maintaining sound financial records, processing accounts payables and receivables and preparing reports. Strong knowledge of accounting, software programs and the ability to process and interpret results to assist Finance Director. The foremost goal to be a contributing member of Mercy Hill’s finance ministry as it strives continuously to above reproach, good stewards of God’s resources, serve Mercy Hill Church and its congregation as it Makes Disciples and Multiplies Churches.

**Conditions of Employment**

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Hill Church staff and covenant members.
2. Fully participates in the life of the church as an active covenant member.
3. Supports and adheres to the mission, vision, values, and philosophy of the ministry of Mercy Hill Church.
4. Submits to and supports the leadership of the church elders.
5. Works well as a team player with the elders, staff, key leaders, and volunteers at Mercy Hill Church.

**General Expectations**

* Exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
* Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
* Be willing to work evenings and weekends occasionally.
* Be ever conscious of the need for confidentiality.
* Exercise discernment and wise judgment.
* Be a person who gives extreme attention to details with an eye for excellence.
* Have a willingness to seek latest information, training, and resources as needed.
* Be a self-starter, good at multi-tasking and prioritizing projects.
* Possess strong administrative skills and the ability to work independently without supervision.

\**Performance Evaluation -* It is understood that the performance for this job will be primarily measured and evaluated by the “duties and responsibilities” as well as the “competencies” laid out in this job description.

**Staff Tensions**

1. Committed to excellence and dependent on God
2. Hungry and satisfied
3. Self-starting and team oriented
4. Fun and serious
5. Overly prepared and flexible
6. Focused and approachable

**Job Competencies**

1. Core Four
	* People-Focused: Values people and sees their unique need and contribution to the mission of the church.
	* Collaborates: Builds partnerships with others to meet shared objectives.
	* Dependable and Accountable: Follows through on commitments and completes tasks in a manner that accepts accountability and responsibility.
	* Demonstrates Self-Awareness: Understands personal strengths and weaknesses.
2. Tier One:
	* Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations.
	* Communicates Effectively: Uses multi-mode communication that is prompt, clear, honoring, professional.
3. Tier Two:
	* Directs Work: Delegates tasks, organizes tasks, and removes obstacles to get work done.
	* Drives Results: Consistently achieves results, even in difficult circumstances.

**Duties and Responsibilities**

1. Administrative Support

Clerical support and execution of tasks of Finance Ministry including entry of key data transactions

1. Prepare and maintain accurate accounting documents and records

Reconcile accounts, process contributions, research, track, and restore accounting or documentation problems and discrepancies. Function in accordance with the established standards, procedures, and applicable laws

1. Inform Director and compile reports/summaries on activity areas. Aid and support Mercy Hill personnel

**Job Requirements**

1. Accounting Associates Degree and/or proven accounting experience,
2. Ability to continuously stand, sit, and/or walk.
3. Ability to bend, climb stairs, and/or lift occasionally.
4. Ability to lift 5 to 30 pounds occasionally.
5. Ability to squat occasionally.
6. Ability to communicate continuously with other people.
7. Ability to operate computers to complete necessary office work.
8. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

**Work Environment**

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. The noise level in the environment is frequently loud.
4. May occasionally work outdoors.
5. May continuously work indoors within office spaces.

**Office Hours and Work Schedule**

1. Office Hours: Weekend Services, Monday-Wednesday, 8:30am-5:00pm, Thursday in or out of the office 8:30am-5:00pm. Time may be offset due to events/meetings outside of office hours
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook
3. Time Off: Refer to Staff Handbook

**Organizational Relationship**

* Finance Director – **Primary**
* Executive Pastor of Discipleship - **Secondary**

**This job description is subject to change at any time.**

 Date

 Date