



NEW COVENANT

BIBLE CHURCH

Title: Accounting & Operations Assistant

Job Summary

The Accounting & Operations Assistant is a member of the Ministry Support Team. He/she provides accounting and operational support to staff and ministry leaders.

Character and Christian Lifestyle Expectations

1. Adheres to the NCBC Constitution, including the Statement of Faith, with a lifestyle that exhibits both true Christian love and personal holiness in ministering to others
2. Regular worship attender who maintains spiritual disciplines such as a devotional life of prayer, Bible study and scripture memory
3. Supports the spiritual and leadership development of others
4. Actively develops relationships with others in order to help them find and follow Jesus
5. Contributes finances, influence, skills and time in a generous manner with a view toward the continuation and promotion of the local and global ministry of spreading the gospel and discipleship

Specific Job Duties

1. Supports the mission, vision and values of New Covenant by implementing the vision, strategies, methods and goals of the Ministry Support Team
2. Represents the Ministry Support Team in an effective and collaborative manner
3. Facilitates the administration of the Ministry Support Team budget and assists in the preparation, reporting, and analysis of the overall church budget
4. Participates in Ministry Support Team meetings and other required staff events
5. Collaborates and assists in providing Ministry Support Team resources to team leaders, volunteers, members, and attenders throughout the church
6. Executes core accounting functions including general ledger maintenance, journal entries, bank and account reconciliations, and asset capitalization, and is accountable for the accuracy and integrity of all financial records
7. Prepares financial reports and supporting data, including budget tracking and variance analysis, and coordinates audit and review processes by preparing documentation, tracking requests, and supporting completion
8. Supports payroll processing through accurate data entry, report generation, and coordination with payroll and benefits systems
9. Assists with administrative and operational tasks by following up on processes and ensuring routine workflows are completed consistently across ministry operations
10. Provides operational and technical support through accurate data entry, database management, and execution of recurring system updates and reporting tasks with a high level of accuracy
11. Performs other duties as assigned

Knowledge, Skills and Abilities

- Ability to work collaboratively demonstrating friendly interpersonal skills is required (1 Corinthians 1:10)
- Ability to be flexible when working on tasks while maintaining composure is required (1 Corinthians 9:19-23)
- Ability to clearly see how job duties and tasks advance the New Covenant mission is required (1 Corinthians 10:31-33)
- Ability to maintain confidentiality is required (Proverbs 11:13)
- Ability to understand and apply basic accounting principles, including general ledger activity, reconciliations, and financial reporting, is required
- Ability to execute and maintain recurring processes with consistency and reliability, ensuring tasks are completed accurately and on time is required
- Ability to follow up and support staff in a clear, respectful, and helpful manner is required

Education/Experience

An associate's or bachelor's degree in accounting (or a related field) is required
A minimum of two years of accounting experience is required

Reporting Relationships

Reports to: The Executive Pastor
Direct Reports: None

Physical Activity Requirements

	Very Frequent (100-75%)	Frequent (74-50%)	Occasionally (49%-25%)	Seldom (24-0%)
Balancing				X
Climbing				X
Crouching				X
Feeling		X		
Fingering		X		
Grasping			X	
Handling			X	
Hearing		X		
Kneeling				X
Lifting (light)			X	
Lifting (heavy)				X
Pulling				X
Pushing				X
Reaching			X	
Repetitive motion		X		
Sitting	X			
Standing			X	
Stooping				X
Talking			X	
Walking				X

Signature

Date