



**Position:** Financial Assistant

**Who We Are:**

Redeemer is a Gospel-Centered, Missional Family located in Midland, Texas. Our church launched in 2016. We are currently meeting at our new building at 3601 N. Lamesa Rd. Sunday services at Redeemer are designed to get the gospel in front of visitors, and fuel believers for the work of ministry that happens outside the church walls every other day of the week. We want our services to be welcoming, our worship to be God-centric, our teaching to be gospel-filled, and every person who leaves to know the truth of the gospel and that it means something for their life.

**Main Purpose of Role:**

We are looking for an Financial Assistant to join our team and help Redeemer accomplish our mission to Glorify God, reach people with the gospel & disciple our people in their walk with Christ. This role would help assist the Executive Staff in the implementation of our vision in a very practical way. This includes: Overseeing the management of Quickbooks, Giving, Bill Pay, Expense Reporting, Payroll, On/Off-boarding of any staff, and assisting the Executive Pastor with any church financial needs.

This role is a part-time role up to, but not exceeding 20 hours. Most if not all hours are to be completed in person and in office unless otherwise noted.

**Reports to:** Executive Director

**Essential Functions:**

- Partner with the Executive Pastor in all areas of financial ministry to assist with ministry needs in the church body.
- Assist in managing our online and physical giving: Including weekly deposits and giving batches on Planning Center Online.
- Overseeing Quickbooks: Including bill pay, contractors payments, invoice fulfillment, and expense reconciliation.
- Upkeeps and enacts Payroll for all staff bi-monthly.
- Partners with the Executive Pastor for all On-Boarding & Off-Boarding off staff.
- Provides the Executive Team with quarterly reports for finance meetings.
- Manages PCO giving profiles and assists in delivering any giving information for our givers.
- Assists the Executive Pastor with ensuring end of year giving reports are sent out in a timely manner.
- Manages our stock giving portal.
- Acts as the liaison between us and Empower Financial Consultants, who operate as our back end accounting partners.
- Other duties as assigned

**Qualifications/Experience:**

- Bachelor's degree preferred but not required.
- Strong computer skills and ability to operate office equipment
- Ability to handle stress and problem solve
- Ability to keep confidential and sensitive information

- Detailed oriented and strong organizational skills

**Personal Characteristics:**

- Displays personal integrity and intimacy with God
- Is a daily student of the Bible, intentionally putting its teachings into action
- Is an example of Christ through humility, by demonstrating a teachable spirit, and by working well with others
- Demonstrates love and respect for others
- Humbly leads and mentors others
- Fully believes in the mission and vision of Redeemer as a Gospel-Centered Missional Family
- Love for Jesus and a desire to see lives and communities changed by the gospel
- Loves working with people, groups and serving teams