
Financial Assistant

Summary/Objective

The overall duty of this position is to support the IFI Finance Department with the processing, recording, and reconciliation of donor contributions, to work with staff to track costs associated with events, to record and report staff ministry expenses for reimbursement, and to perform other accounting duties.

Responsibilities

The Financial Assistant will (list not all inclusive):

- Accurately record contributions from donors into IFI's financial software database and prepare receipts for donors
- Periodically reconcile financial records in the donor database to the general ledger
- Record Accounts Receivable, Accounts Payable, ministry expense reimbursements, and IFI credit card expenses and assist in reconciling credit card accounts monthly
- Maintain donor records and edit them as necessary
- Generate monthly reports for IFI staff
- Work with staff to track costs of events and trips
- Prepare donor giving reports as requested
- Record Annual Budget inputs received from IFI staff
- Other duties, as assigned. Duties/responsibilities may change at any time.

Qualifications, including Spiritual

- Adherence to IFI's statement of faith, core values, and policies, as well as [ECFA Standards](#)
- Teachable, diplomatic, and has a patient personality
- Self-starter, well organized with attention to detail, and able to complete tasks independently
- Ability to work under stress and be flexible
- Good interpersonal and communication skills
- Enjoys encouraging and helping other succeed

Education and Experience

- Proficient with technology, including Microsoft Office, especially Excel, and ability to learn customized financial software and databases is required; proficient with Google applications is preferred
- Working knowledge of QuickBooks in the nonprofit industry is preferred
- Accounting degree or equivalent knowledge gained through demonstrated experience is preferred
- An interest in nonprofit accounting principles or an aptitude and ability to learn them is preferred

Position Type, Expected Hours of Work, and Travel

This position operates in a professional office environment. Standard days and hours of work for the Finance Office are Monday through Friday, 8:30 am to 5:00 pm. This is a part-time, hourly position ranging from 15 – 25 hours per week. This role uses standard office equipment, such as computers, phones, photocopiers, and filing cabinets. Travel is not expected for this position.

Physical Requirements

Employee will frequently sit, stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 30 lbs.

AAP/EEO Statement

Employment at IFI is “at-will.” That means that employees are free to leave the employment of IFI with or without notice and with or without cause. Similarly, employees may be terminated from employment with IFI with or without notice and with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, national origin, religion, gender, age, and disability. Likewise, it is committed to following federal, state, or local laws.