**Summary**

The financial assistant provides appropriate and accurate accounting and business records to the Church and related entities while maintaining strict confidentiality. He or she provides acknowledgements to donors and acts as back-up for the accounts payable function. The financial assistant must be committed to Mission and Core Values of St. Martin’s Episcopal Church.

As part of St. Martin’s family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get the opportunity to work with a Holy Spirit led team.

**Essential Functions**

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Responsible for the recording of all online contributions which includes entering, reconciling, and reporting of donations. Assist with all other contributions to relieve accounting supervisor.
3. Key person for all church memorial gifts. Report to the communications department all donations for print in bulletin. Process the acknowledgment cards to donors, recipients and family members as well as manage lists for special requests.
4. Maintain all correspondence for specific donations such as Stock, IRA’s and Donor advised funds.

1. Interact with donors regarding their contribution/pledge activity and giving options. Maintain physical filing system for pledge cards.
2. Provide support for the processing of credit card/debit card online and ACH transactions including tracking of expiration dates and follow-up for declined cards for pledge payments.
3. Provide backup support for credit card equipment, which includes training and issuance of credit card processing equipment to various departments and ministries as needed.
4. Assist with the preparation of cCntributions confirmations and schedules in cooperation with outside auditors during the annual independent audit process.
5. Assist Accounts Payable Associate with weekly processes and filing. Provide backup support for the accounts payable function as needed.
6. Perform additional activities as assigned.

**Education, Skills and Experience**

* College degree in the field of Accounting or Finance highly preferred
* At least five years of relevant work experience is required
* Proficiency in MS Excel and MS Word (including mail merges)
* Effective verbal and written communication skills
* Quality and accuracy; attention to detail
* Must be legally and physically able to drive

**EEO/AAP**

St. Martin’s policy and intent is to provide equal opportunity and employment in its practices.

#### Due to the nature and context of this role, only Christian applicants will be considered.

#### Resumes may be emailed to recruiter@stmartinsepiscopal.org