

MOUNTAIN TOP CHURCH
Executive Assistant & Bookkeeper Job Description

Our Mission: *We invite and equip people to follow Jesus.*

Overall Duties: *This individual will serve as the primary administrative support for the Operations Department of Mountaintop Church, which includes the financial and facility support as well as assistance to the Lead Pastor over the entire organization.*

Characteristics: *We are looking for a high-capacity and individual with emotional intelligence when dealing with people and attention to detail when completing administrative support tasks.*

Bookkeeping & Operations Assistant:

- Maintain and update financial records, including ledgers and accounts payable/receivable.
- Manage the quarterly and annual contribution statement/letter(s) process.
- Support month-end, year-end closing, and annual audit processes.
- Input and deposit donations and other receipts.
- Manage invoices and ensure timely payments. Input staff credit card receipts.
- Track and approve internal space use requests, report HVAC needs to the Controller/Facilities Director. Schedule monthly meeting to discuss upcoming usage.
- Manage and approve background checks for staff and volunteers.
- Order food and organize meals for meetings as needed.
- Attend Board of Directors meetings, prepare board packages, and keep the minutes. (Typically the 3rd Sunday of each month from 12:30-3:00 p.m.)
- Manage the filing process and purge files outside of our retention policies.
- Keep personnel files up to date.
- Other duties as directed.

Executive Assistant to the Lead Pastor

- Manage all administrative tasks for the Lead Pastor's office
- Help manage Lead Pastor's calendar, schedule meetings and appointments
- Oversee mailings, including recurring processes of communication & pastoral care
- Take notes for follow-up at Staff Meetings
- Organize food for occasional staff, donor and volunteer gatherings

Hours: 35 hrs/wk. Off most Fridays. Once a month Board meeting on Sunday afternoon.

Reports To: Lead Pastor & Controller

Qualifications & Proficiencies:

- Follower of Jesus and committed to the mission, vision and values of Mountaintop
- Proficient in QuickBooks or accounting software equivalent
- Skilled Microsoft Word (Experience in Publisher a plus)
- Experience in Bookkeeping and/or Accounting Support
- Familiarity with basic Administrative Assistance
- High level interpersonal communication skills