



Bayside Church
8211 Sierra College Blvd., Suite 440
Roseville, CA 95661
Phone (916) 791-1244

JOB DESCRIPTION – FULL-TIME ACCOUNTING/FINANCE ADMINISTRATOR

Provide support to the Finance Team and Bayside Church by fulfilling accounting administration responsibilities as assigned.

Department: Finance

Supervisor: Controller

Primary responsibilities:

- GL accounting, journal entries and account reconciliations
 - Bank reconciliations
 - Receivable billings and reconciliations
 - Contribution & program income processing
 - Recording and reconciliation of income from online programs
 - Accounting reports on Excel
 - Assist as needed with other bookkeeping or administrative team tasks
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Primary Strengths/Gifts/Education Required

- 2-3 years relevant experience
 - Intermediate Excel skills
 - Quickbooks or related general ledger software experience desirable
 - Associates degree in business or accounting preferred, more years of relevant work experience may be a satisfactory substitute
 - Attention to detail with high degree of accuracy in volume processing and proofreading
 - Able and willing to work under challenging deadlines
 - Excellent organization and time-management skills
 - "Can do" upbeat attitude
 - Excellent communication and "customer service" skills
 - Team player spirit, to support other teammates' needs for occasional help
 - Trustworthiness in working with confidential data
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Time Commitment

- Position status: Full-time non-exempt – 40 hours per week
 - Work hours: Monday – Friday 8 hours per day, with scheduled hours falling between 8:00AM-5:00PM
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Mission Critical Responsibilities

- High degree of judgment and discretion as a representative of Bayside Church
- Proactively communicate, support and fulfill the mission, vision, core values and goals of Bayside Church
- Maintain open and frequent communication with your supervisor, staff and team
- Adhere to confidentiality of Bayside's financial information
- Adhere to the Bayside Staff Core Values