



## **Finance Assistant Job Description**

### **Description/Purpose**

The Finance Assistant serves to support all financial processes and activities on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with all CPC departments to assist in financial functions which help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Vice President of Finance.

### **Responsibilities**

The successful candidate will:

- Assist in bookkeeping and accounting tasks
- Organize, review and follow up on transaction documentation for completeness and accuracy
- Assist in the purchasing process
- Assist in data entry and management
- Compile and track transactions for specific campaigns, events or projects
- Maintain asset lists, vendor expenses and equipment contracts
- Organize and maintain filing
- Assist in preparation for the annual audit
- Assist in team preparations and tasks for special events
- Perform a variety of financial tasks
- Maintain and/or update donor information, as needed
- Assist the Vice President of Finance with daily tasks
- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Perform other duties as assigned, dependent on organizational needs and employee skills

### **Qualifications**

#### *Professional*

The successful candidate will:

- Possess a genuine desire to meet the needs of others
- Strong attention to details

- Be self-organized, efficient and capable of follow-up
- Demonstrate the ability to establish and maintain effective relationships and partnerships with donors, volunteers, vendors, and staff
- Be a strategic thinker able to come up with solutions to complex issues
- Be proactive and create a positive experience for others
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Thrive and be flexible in a fast-paced, changing, and challenging environment
- Function as a team player
- Be proficient in Microsoft Office products

### *Education/Experience*

The successful candidate will:

- Have prior administrative or office experience (preferred)
- Have experience in typing and data entry
- Have proficiency in Microsoft Office products; experience in Excel (required) and Access (preferred)

### *Spiritual/Personal*

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

### **Schedule**

The Finance Assistant is a regular, part-time position. The position is an in-office position; however, some routine tasks may be accomplished remotely contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The Finance Assistant will be expected to be available 3-4 days a week for 6-8 hours per day. Occasional nights and weekends may be required to support events.

## **Compensation and Review**

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate and their employment status (regular vs. temporary and/or full-time vs. part-time). Benefits may include:

- Health insurance
- Dental insurance
- Long-Term Disability Insurance
- Paid time off (holiday, vacation, sick leave, etc.)
- 403(b) Retirement Plan
- And more!

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