



BELLEVUE PRESBYTERIAN CHURCH

Job Title	Department	Reports to	Status	Start Date
Preschool and Contributions Finance Assistant	Finance	Director of Finance	Part-time (non-exempt) 10 hours/week	ASAP

Our Roadmap: Where BelPres is Going

BelPres is committed to bring Jesus’ healing wherever we live, work, play, and learn. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering youth and young adults. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You’ll Be Making

The Preschool and Contributions Finance Assistant is responsible for accounts receivable bookkeeping for church preschool/daycare center, including processing payments, establishing and implementing billing systems, providing customer service to parents (including collections), and running financial reports. You’ll also provide contributions support, including processing tithes and offerings and creating giving reports.

Who We Are Looking For

Skills & Knowledge

- Accounts receivable experience 2+ years., collections experience a plus
- Bookkeeping/accounting experience 2+ years
- Microsoft Office (Excel, Word, Outlook)
- Understanding of financial database systems, Shelby Next Financials experience a plus
- Excellent customer service and communication skills required
- Discretion and maintaining utmost confidentiality
- Attention to detail and follow-through
- Skilled at multi-tasking and prioritizing

Culture

- Service: I look for ways to help, I make myself available, I am part of the solution
- Honor: I honor and love others, even in disagreement
- Stewardship: I do the one best thing as opposed to several good things to avoid waste
- Discipleship: I teach, I am taught, I develop people, and I give ministry away

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:

Erica Kenney, Director of Finance, ekenney@belpres.org
1717 Bellevue Way NE / Bellevue, WA 98004