



## POSITION DESCRIPTION

<b>Position</b>	Assistant Accountant
<b>Responsible to</b>	Head of Finance
<b>Hours:</b>	Full time, 38 hours per week

This position includes voluntary commitments consistent with that expected of an engaged member of Nexus Church. The position works in unity with all ministries and departments.

## POSITION IN CONTEXT

Nexus Group is a vibrant, multi-generational Christian community consisting of multiple community outreach entities.

## PRIMARY PURPOSE

The Assistant Accountant will be responsible for full cycle bookkeeping duties, preparation of bank reconciliations, accounts payable, accounts receivable, and general office assistance as required.

This role is key support to the Church Accountant; providing ongoing service through problem solving, analysing challenges, providing solutions, and completing jobs in a timely manner.



## KEY RESPONSIBILITIES

The Assistant Accountant will undertake and support the following key responsibilities within the church regarding bookkeeping and Finance:

### Account Payable:

- Code and key accounts payable for, and process timely payments by cheque, online and credit card.
- Key and verify invoices using appropriate information and coding by entity and cost code.
- Work with departments to enter all approved invoices timely.
- Work with Accountant to enter all standard monthly journal entries and effect payments.
- Balance statements from vendors.
- Refine vendor relationships, negotiate payment terms to our benefit.
- Investigate all discrepancies with invoice and statements and work with the company to resolve discrepancies.

### Account Receivable:

- Maintain current Accounts Receivable ledgers and inter group billings. Investigate, adjust and resolve any outstanding balances.
- Process payments received by cheque, credit card, e-transfer, money order and cash.
- Customer invoicing as required for service entities.

### Banking:

- Monthly bank reconciliation and analysis of accounts and variances.
- Reconcile Cash Till and collections on a daily and weekly basis.
- Verify Payment Terminal payments.
- Deposit cheques and cash.
- Complete physical bank deposits as required, ensure cash till is adequately stocked.

### Bookkeeping:

- Track employee purchases – ensure appropriate use of company credit cards.
- Work with and support Leadership Team to ensure all expenses are tracked and costs reduced
- Work with Accountant to prepare weekly/ monthly financial reports and correspondence for internal or external review
- Identify opportunities for increased efficiency, enter data for divisional budget and expenses for reporting to the Leadership Team.
- File and sort documents (paper and electronically)
- Calculate and provide for various accounting journal entries, and inventory adjustments.



## SKILLS AND ATTRIBUTES

- A Christian based lifestyle and ethos, aligned with Nexus Church's
- Relevant degree in financial accounting or a related field
- 3-5 years demonstrable experience in financial accounting and reporting
- Strong in maths and accounting skills
- Excellent analytical skills and problem-solving abilities, driven to improve efficiencies.
- Highly alert and structured thought process
- Strict attention to detail in technical specifications and written communication
- Strong organisation, administration and time-management skills
- Performance driven, fast paced and energetic
- Innovative and focused on learning and self-improvement
- Superior communication and interpersonal skills with staff and congregants
- Excellent computer skills, with preferable experience in Xero, Excel, Google and Microsoft suite
- Flexible and able to multitask and complete tasks with minimal or no supervision
- Experience and knowledge of the following systems will be advantageous: Dext, Tithe.ly, Stripe, Paypal, Weel and Keela

## ADDITIONAL REQUIREMENTS

- Agree with the articles of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplify and communicate the Nexus Church values and culture
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Hold a current Employee's Blue Card (or willingness to apply)
- Be willing to undertake extra tasks that may arise in the day-to-day needs of Nexus Church

## RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- the individual's employment contract
- the church's policies and procedures
- ACC volunteers' agreement



## QUESTIONS?

Should you have any further questions or require more information regarding the role, please email [claerwen@nexuschurch.com.au](mailto:claerwen@nexuschurch.com.au).

Applications due by  
How to Apply

Friday 10 November 2023  
Email your Cover Letter and Resume to  
[Claerwen@nexuschurch.com.au](mailto:Claerwen@nexuschurch.com.au)