

ACCOUNTING ASSISTANT

Location: Nashville, TN or Remote

Terms: Permanent, Part-time, 10 hours per week, flexible

FLSA Status: Non-Exempt

Benefits: Refer to Employee Handbook

Direct Report: Operations & Finance Director (OFD)

ABOUT US

Pure Desire Ministries (PDM) is a biblically-based and clinically-informed ministry committed to true revival in the church through the healing of the present day epidemic of sexual brokenness.

JOB DESCRIPTION

This role provides support for the accounting functions of the ministry. This person will be responsible for preparing deposit journal entries and balance sheet reconciliations.

DUTIES & RESPONSIBILITIES

Daily

- ☐ Pull reports, reconcile and prepare journal entry for WooCommerce deposit
- ☐ Pull reports, reconcile and prepare journal entry for Webconnex deposit
- ☐ Pull reports, reconcile and prepare journal entry for ProPay deposit
- ☐ Pull reports, reconcile and prepare journal entry for Stripe deposit
- ☐ Pull reports, reconcile and prepare journal entry for Square deposit

Monthly

- ☐ Reconcile payroll clearing account
- ☐ Reconcile undeposited funds account
- ☐ Reconcile employee benefits payable account

- ☐ Reconcile payroll tax payable account
- ☐ Pull credit card expense reports, work with staff to code/collect receipts
- ☐ Prepare credit card journal entries
- ☐ Other duties as assigned

SKILLS & QUALIFICATIONS

- ☐ Experience reconciling balance sheet accounts
- ☐ Adherence to confidentiality
- ☐ Detail-oriented, analytic minded
- ☐ Experience with Google Suite
- ☐ Flexibility to adjust and adapt to new projects and requirements as the ministry continues to grow

PREFERRED

- ☐ Spanish speaking a plus

REQUIRED

- ☐ Upon hire, employees will be required to read and sign a PDM Faith and Lifestyle Expectations Agreement
- ☐ Upon hire, employees will be required to use Accountable2You reporting accounts when using PDM computers, networks, and applications (Digital Assets). PDM will provide an Accountable2You account that will cover your office workstation and any machine that is used for conducting work for PDM.
- ☐ Upon hire, employees agree to adhere to PDM's vision, values, and best practices