

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Finance Intern

REPORTS TO: Finance Administrator

OVERALL MISSION:

To serve our Triune God by carrying out finance and accounting tasks for the benefit of the church, and to play this behind-the-scenes role with excellence, that All Saints might live as the body of Christ in Austin for the world.

SCOPE OF POSITION:

The Finance Intern will be responsible to execute finance and accounting tasks as assigned.

HOURS:

Hours and work-load negotiable: 5-15 hours/week. Additional opportunities may be available.

SPECIFIC RESPONSIBILITIES:

- Enter credit card transactions in the church's accounting software with proper categorization
- Export online event registration form data to record in the church's accounting software
- Process recurring payments
- File for sales tax refunds
- Other responsibilities as determined to match intern's experience and abilities

SKILLS AND QUALIFICATIONS:

1. Love for God and for the Church.
2. Enthusiasm for All Saints' philosophy of ministry.
3. Sufficiently relational. Warm personality.
4. Hard working, committed to excellence, and self-motivated.
5. Humble and teachable spirit.
6. Natural affinity for collaboration and teamwork.
7. No experience necessary, but relevant experience will be considered.

CLASSIFICATIONS: Operations Staff, part-time, non-exempt

PAY: \$14.00 hourly