

Financial Assistant 15-20 hrs

TITLE: Financial Assistant

EMPLOYER: Child Evangelism Fellowship of Wisconsin Inc.

PRESENT EMPLOYEE:

Part-time position: 15-20 hrs .

IMMEDIATE SUPERVISOR: State Director

Financial Assistant Responsibilities

- Process all aspects of bi-weekly payroll. (**Payroll hours are compiled by office manager, and submit** to person doing payroll (Payroll Service - MinistryWorks) (shared with Bookkeeper)
 - Review all timesheets for accuracy.
 - Bill Local Chapters for the gross amount of payroll plus the Employer's portion of the payroll taxes.
 - **Compiles report of hours for staff members to be sent to Financial Assist**
 - **Transfer funds from chapters to cover the payroll and payroll liabilities.**
- **Does EFT transfers between local chapters and state office.**
- Manage chart of accounts.
- Supervise & Review - actual filing done by MinistryWorks
 - Monthly pay federal and state payroll liabilities.
 - File Quarterly 941 Reconciliation & W-4
 - Annually combine all local chapter and state office QuickBooks accounts to prepare the 990 Federal Tax Return. CLA Accounting firm prepares the 990 Federal Tax Return.
 - Submits 1099 for all chapters
 - Submits Simple IRA payments to Fidelity
- Review all transactions and reconciliations
- Bill Local Chapters for shared expenses - Insurance, Audit, CYIA, Background Checks, property Insurance
- Complete Wisconsin required filings; assist CPA firm in preparing audits and reviews (working with local chapters to complete annually).
- **Monitors & sets up users for Bank Account online access**
- Assisting the state board and local offices complete their annual Budgets.

Prerequisites: Financial Assistant

Must be in agreement with CEF's Statement of Faith and Doctrinal Protection Policy. CEF's Child Protection Policy forms and background check approval required. Good planning and organizational skills. Professional appearance and manner. Computer literacy, specifically payroll, QuickBooks, accounts payable and receivable. Capacity to learn ministries unique Chart of accounts. Must be detail oriented and able to multi-task.

Dress: Business casual with some exceptions