

Missions Accounting Assistant

Lakewood Baptist Church

Position Summary

The Missions Accounting Assistant supports the financial operations of Lakewood's missions efforts. This role ensures accurate processing of payments, deposits, and financial records, while assisting with budgeting, and reporting. The position requires strong attention to detail, organizational skills, and the ability to work collaboratively with church staff and leadership.

Key Responsibilities

Weekly Responsibilities

- Prepare all missions-related check requests and invoices, obtain required approvals, and submit for processing.
- Prepare and manage deposits for missions and church planting, including completing bank deposit slips and making weekly deposits (UCBI).
- Process utility bills as received, including coding with appropriate GL numbers, obtaining approvals, and scheduling payments.
- Maintain and update General Ledger (GL) accounts in ACS for new mission and church planting support.
- Update online banking information for new mission and church planting support commitments.
- Record all recurring missions payments (missionaries and mission organizations) in ACS.
- Record all recurring church planting (COR) support payments in ACS.
- Process and record monthly utility payments related to missions, ensuring proper approvals and payment setup.
- Prepare financial data for monthly Stewardship Committee meetings (reporting on prior month activity).
- Review missions financial statements for accuracy and resolve discrepancies as needed.
- Ensure all transactions are properly recorded in ACS in coordination with accounting staff.

Additional Duties (Missions Ministry Support)

- Upload and categorize receipts (e.g., church credit card transactions) with appropriate GL coding.
- Maintain organized financial records, including filing of statements, utility bills, and expenses.
- Track and manage expenses for missions properties (Barnabas House and resident condos), including budget vs. actual reporting.
- Assist with onboarding and processing new mission support commitments.

- Provide administrative and financial support for mission trips, including:
 - Creating and maintaining team financial spreadsheets
 - Tracking and recording support funds
 - Preparing deposits
 - Coordinating travel insurance
 - Processing reimbursements

Qualifications

- Strong attention to detail and organizational skills
- Proficiency with Microsoft Excel
- Ability to manage multiple tasks and meet deadlines
- Strong communication and teamwork skills
- Commitment to the mission and values of Lakewood Baptist Church

Reporting Structure

- Reports to: Missions Pastor and/or Financial Administrator
- Works closely with: Accounting staff, missions team, and church leadership