

# Ministry Assistant - Financials



When you ask us what we do at Parkview Baptist Church, you won't just get a job description; you'll hear a story. We are passionate about using our talents for God's purpose and that's why we've dedicated our careers to a ministry, not just a job title. We have the privilege of leading people to Know God, Find Community, Make Disciples, and Change The World. As we do, we strive to be spiritual contributors who laugh hard and honor God with integrity.

We are looking for a Financial Ministry Assistant who has a knack for herding cats and can keep up with the ever changing demands of ministry. The Financial Ministry Assistant helps lead all financial operations and provides support for church leadership and attendees. Keep reading if you think you're up for the challenge.

## You are:

- **Motivated** to do whatever it takes to regularly improve internal financial practices to create an environment of integrity, trust and effectiveness.
- **Skilled** with a financial mindset that includes accounting practices and administrative detail.
- **Dedicated** to the goal of seeing all resources handled with excellence and integrity to maximize the impact of Parkview for the God's Kingdom.
- **Committed** to creating an environment of grace, where others are put before yourself and everyone is met with a smile.
- **Organized**; someone who can create value with the multitude of data and gives strong attention to the details.
- **Driven** by the idea that two are better than one and therefore, will work to better the ministry impact of Parkview.

## You will:

- Oversee financial income and expenditures of accounts that include General, Missions, 256 Thrift Center, and other.
- Process/Supervise all accounts payable and the accuracy of all giving data.
- Assist Leadership Team with monthly reports and productivity.
- Model the life of a faithful follower of Jesus, by being an example in personal holiness and faithfulness.

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## INTERESTED? We're Glad You're Up For The Challenge:

Parkview Baptist Church | Tuscumbia, Alabama

Email Resumes: [info@parkviewfamily.org](mailto:info@parkviewfamily.org) // Attn: Leadership Team

