

# GLORIA DEI LUTHERAN CHURCH

## FINANCIAL ASSISTANT

### Mission Statement

“Helping more people live life with Jesus every day”

**Description:** *The Financial Assistant is primarily responsible for assisting in daily and monthly functions of the Finance and Business Department. The Financial Assistant is expected to lead a professional and personal life that does not violate the teachings and beliefs of the Lutheran Church-Missouri Synod on matters of personal conduct, so their daily life gives witness to a lifestyle that supports our Christian witness within our organization and to the world.*

### Duties:

1. Model a lifestyle which is seeking to grow as a fully devoted follower of Jesus Christ.
2. Perform assigned accounting tasks, such as Accounts Receivable-Contribution Entry and Accounts Payable.
3. Assist in preparing monthly journal entries.
4. Assist in the reconciliation of the church office petty cash.
5. Help facilitate and prepare Fixed Asset Inventory.
6. Assist in preparation of various statistical reports.
7. Support the front desk receptionists and administrative staff as needed.
8. Assist with additional projects as requested by the Director of Finance & Human Resources.

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This hourly position is non-rostered, non-exempt, minimum 40 hours per week and reports directly to the Director of Finance & Human Resources. The normal work week is Monday through Friday. Because of the nature of this ministry, flexibility in scheduling is required. For further information, contact Beth Koerber, Chief of Staff and Operations, at [bkoerber@gdlc.org](mailto:bkoerber@gdlc.org), or Gloria Dei Lutheran Church, 18220 Upper Bay Road, Houston, TX 77058. Phone 281-333-4535.