



SKYLINE
C H U R C H

Helping people find and follow
Jesus seven days a week.

Position: Finance Assistant

Location: La Mesa, CA | Lakeside, CA | Pacifica, CA | Clifton, KS

Attendance: 3,500

THE ROLE

The role of the Finance Assistant will be responsible to assist the Finance Director specifically in the areas of revenue bookings and sales. He or she is a trusted, highly proficient individual. They will provide high-level support in a wide range of duties required to advancing the goals of the finance department. In essence, the Finance Assistant will serve as a proactive backbone for the Finance Director and will work directly with his or her team with the sole purpose of supporting all things related to accounting/bookkeeping. This requires a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values and core behaviors (Core Identity). The Finance Assistant will report directly to the Finance Manager.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church.

The Finance Assistant should represent a growing personal relationship with Christ. The Finance Assistant models a strong relationship with his or her spouse (if married) and children (if applicable). He or she strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book

2. The Nuts and Bolts of the Job

The Finance Assistant's responsibilities will cover a wide range of administrative tasks. These include but are not limited to:

- Weekly income bookings

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- Month end closing entries including retail focused tasks such as inventory reconciliation, COGS bookings, and quarterly tax filings
- Year end closing entries and assistance with internal year end audits
- Supervision of weekly deposit prep
- Bank reconciliations
- Detail oriented
- Excellent problem-solving skills
- Efficient, succinct, and always timely with high-level quality
- Proactive vs. reactive
- Ensuring compliance of document record retention
- Exhibits high-level organizational skills
- Ability to pivot from task to task
- Enthusiastically hospitable
- Ability to update daily on status of all projects
- Quick responsiveness to any and all communication
- Ability to maintain confidentiality

EDUCATION/QUALIFICATIONS

BA Degree Preferred

2+ years of accounting experience

Advanced to intermediate knowledge of Excel

Experience with Quickbooks online accounting software

Attends/willing to attend Skyline Church

TO APPLY

Please submit resumes to Sarah Williams via email: swilliams@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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