

Department: CCHC - Herald Gospel Center (HGC)

Job Title - Finance and Operations Assistant

Primary duties:

- Support the Director in managing all aspects of administrative and financial operations, encompassing planning, developing, and ongoing monitoring to ensure effective functioning.
- Prepare and accurately record all income transactions. Handle cash and checks deposit. Generate and provide official receipts to donors or senders in a timely and accurate manner.
- Prepare and accurately record all expenditures, process expense reimbursements, and maintain proper documentation.
- Coordinate with CCHC to ensure proper handling of accounting responsibilities and meet reporting requirements and deadlines.
- Monitor cash flow on a regular basis, ensuring sufficient liquidity for operational and programming activities.
- Perform and oversee general office administration, systems, and office supplies to ensure smooth daily operations.
- Maintain records, reports, announcements, notices, and all relevant documentation necessary to support efficient operations.
- Handle and manage venue booking and facility use, including handling inquiries, scheduling spaces, maintaining the booking calendar, negotiating agreements and communication with users.
- Oversee the gift shop, including purchasing, pricing and sales tracking.
- Assist in supporting ministry and community programs to ensure smooth and effective implementation.
- Provide support in the preparation and submission of funding proposals and grant applications to secure resources for HGC's programs.
- Work collaboratively with colleagues to accomplish assigned tasks.
- Handle incoming calls and inquiries.

Additional tasks

- Assist in budget preparation and monitoring.
- Design programs or systems to streamline venue booking processes efficiently and consistently.
- Oversee necessary improvements to accounting record-keeping in order to meet specific needs.