Finance Assistant is responsible for supporting the work of the Episcopal Diocese of West Texas and its congregations by assisting in the accounting department. This position will assist with day-to-day work among our three entities: Episcopal Diocese of West Texas, Episcopal Church Corporation, and Episcopal Church Foundation. This position reports to and will be supervised by the Director of Finance.

Responsibilities
- Prepare monthly invoices
- Enter Deposits and Monthly Journal Entries
- Prepare Journal Entries for Quarterly Fair Market Value Statements
- Prep Work in the Spring for Financial Audit
- Special Projects as assigned

Skills Required
- Critical Thinking & Attention to Detail
- Understanding of Basic Accounting Principles
- Computer proficiency (Email, Microsoft Office)
- Accurate data recording / entry / reporting
- Collaboration ability
- Excellent written and verbal communications
- Organization

Learning Objectives
- Gain knowledge and experience in entry level accounting
- Gain experience in nonprofit operations

Work Environment
- Physical lifting of 30 pounds or less
- Sitting for extended periods
- Open door offices and collaborative spaces
- Computer use for extended periods
- Lighting of both natural and florescent
- Gathering / walking spaces

Part-Time Intern Salary and Benefits
- Pay $20
- 15-19 hours per week
- Flexible hours

Additional Details
- Paid part-time position for approximately 19 hours per week
- Accurate timesheet documentation with weekly submission to Director

To apply, submit a resume to anna.tarver@dwtx.org