



KiDs Beach Club® Ministry Assistant

SUMMARY

The mission of KiDs Beach Club® (KBC) is to mobilize churches to go outside the walls of their building and into the heart of the community. The Ministry Assistant will effectively manage and coordinate the KiDs Beach Club® corporate office and the interface with the various customers both inside and outside of the organization. The Ministry Assistant will also serve as the internal controller of financial accounting and work closely with the Finance Director to oversee accounts receivable and payable.

Title: Ministry Assistant
Reports To: Finance Director

Status: Full Time (Salaried)
Benefits: Partial Health Care (50%)

JOB OVERVIEW

- Office Management
- Daily Postal and Bank deposit/pickups
- E-commerce fulfillment
- Controller of financial accounting

RESPONSIBILITIES

- Provide common office functions such as reception, phone and computer management.
- Fulfill daily post office and bank deposits and pickups.
- Maintain accurate KBC Store inventory.
- Fulfill the e-commerce needs of KBC customers.
- Assist in the reconciliation of accounts receivable and payable.

PERSONAL

- Adhere to KBC Statement of Faith and Child Protection Policy.
- Represent Christ and KiDs Beach Club® in a local church.
- Support the mission and vision of KiDs Beach Club®.
- Contribute to the recommendation, implementation and improvement of KBC operations and policies.
- Demonstrate behavior that is professional, ethical and responsible.
- Perform other duties or functions that may be assigned by the KBC President.

