

Application Instructions

Applications will be accepted until Sunday, May 14 via e-mail and must include both items in PDF format:

- **Cover letter:** Explain (at minimum) why you are attracted to the position and how you satisfy the qualifications.
- **Resume:** Summarizing (at minimum) educational background and achievements, work experience, and volunteer experience.

Contact Information for Submission or Questions

Samantha Robinson, CPA | Finance and Human Resources Director

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Overview

We're excited to welcome a **full-time Finance and Human Resources (HR) Coordinator** to our team! This position works collaboratively with the Finance and HR Director in supporting the organization's financial and human resource functions that serve employees, volunteers, families, students, and missionaries. We are committed to continuously working toward being a place that more fully represents the beautiful multi-ethnic and multi-generational Kingdom of God, providing authentic hope, genuine compassion, and spiritually deep community for all people.

Located in beautiful, historic Fairhaven, Hillcrest Chapel is a Christian non-profit, 501(c)(3) organization composed of over 60 employees and three operating divisions: Hillcrest Church, Bellingham Chi Alpha, and Hillcrest Kids Early Learning (day care). Some of the community ministries may be familiar: Campus Christian Fellowship (CCF), Southside Food Bank, Bellingham Royal Family Kids Camp (RFK), and Bellingham Teen Reach Adventure Camp (TRAC). Check out each website for more information.

Hillcrest Church
hcbellingham.com



Bellingham Chi Alpha
ccfministry.com



Hillcrest Kids
hillcrestkids.com



Conditions of Employment

- Submit to pre-employment background check(s).
- Access to reliable transportation for commute.
- Recognize and adhere to the church's Christian mission, vision, and values. *This position is not exclusive to those who identify as a Christian or have any other religious affiliation.* Check out our website for more information: <https://www.hcbellingham.com/about-us/our-beliefs/>

Position Requirements

Working Conditions

- Secured office space shared with the Finance and HR Director.
- On-site presence with a predictable schedule supporting office hours (Monday to Friday, 9AM to 4PM). *Any exceptions are considered and approved by the supervisor.*
- Majority of work is completed at a workstation using various technologies (e.g. computer, scanner). We provide stand-up desks and other tools that support comfortable and accommodating workspaces.
- Unscheduled office visits from other employees or volunteers are common. Being adaptable to interruptions is valuable.
- Off-site meetings are infrequent, occurring within five times per year. These meeting details will be communicated with advanced notice.
- As the church hosts events and supplies community resources, visitors are common. The highest levels of traffic are often just outside of the Finance and HR Office.
- While most of this position's tasks can be completed independently within the office, the organization is highly relational and aspires that all employees feel connected and welcomed. All candidates should be prepared to engage and serve others with genuine warmth and care.
- Listening to media (music, podcasts. etc.) while working is permissible as long as it doesn't distract from one's ability to complete work and communicate with others.

Minimum Qualifications

- Possess accurate and proficient data entry skills through:
 - Minimum typing speed of 40 words per minute; and
 - Ease with 10-key data entry.
- Display inherent attention to detail and care when reviewing documents and entering data.
- Develop professionally through training, feedback and constructive criticism.
- Coordinate communication, information, and deadlines from various sources effectively.
- Demonstrate practical application within a financial accounting role, specific to:
 - Generally accepted accounting principles;
 - Accrual accounting;
 - Double-entry bookkeeping; and
 - Individual entries and connection to financial statements.

Ideal Qualifications

Applicants will still be considered without meeting these qualifications.

- Possess certification or demonstrate ability to navigate and leverage QuickBooks Desktop and Online in an accounting environment.
- Worked within a non-profit, church or religious organizational structure.
- Exposed to the niche of non-profit accounting.

Position Requirements (cont.)

Basic Duties

- Represent the Finance and HR office on behalf of all operating divisions as a:
 - Point of contact for finance- and HR-related matters, engaging others with a friendly and service-oriented attitude; and
 - Problem-solver, motivated to help others by taking on challenges and presenting meaningful options and solutions.
- Enter data accurately, consistently, and timely into accounting software and other information systems in accordance with internal accounting policies and processes.
- Leverage Excel software and its functions to organize, present, and reconcile data for entry and analysis.
- Communicate proactively and effectively to teammates needs, concerns, and questions.
- Reconcile periodic statements and investigate variances, as needed.
- Collaborate with the Finance and HR Director and Administrators to identify continuous improvement opportunities that use resources efficiently and reflect fiscal stewardship.
- Other limited duties as delegated by management to maintain continuous coverage and support within the Finance and HR Office.

Position Offerings

Start Date: June 1, 2023, open to an earlier date as position is vacant

Schedule: Full-time, 30 hours per week, Monday through Friday, subject to supervisor's approval

Reports to: Finance and Human Resources Director

Pay: Hourly, non-exempt FLSA status, \$22.00 to \$25.00 per hour (based on skills and experience)

Benefits: > **Paid leave:** Includes 13-14 days of paid holidays (including one floating holiday and one-week Christmas to New Year's break), vacation accrual starting at ten days per year, and sick accrual at one hour per forty hours paid

> **Unpaid leave:** Ten days of personal, unpaid leave per year available for those who need time-off beyond what vacation leave provides

> **Health insurance:** 85% employer-paid premiums for base HSA plan, available coverage for employee and their dependent(s), step-up plans available

> **HSA contributions:** Employer-match up to \$25 per semi-monthly pay period

> **Dental and vision insurance:** Covering employee through family

> **Life and AD&D insurance:** Covering employee only

> **Accident and critical illness insurance:** Voluntary, covering employee through family

> **Employee assistance program:** Variety of cost-free services available to all employees

> **Taxes:** 100% employer-paid WA state PFML and L&I premiums

> **Retirement:** 3% employer contributions to a 403(b) plan after waiting period

> **Work culture:** Caring team that appreciates each individual's unique gifts and personality