

Open Position Report

NEW LIFE CHRISTIAN FELLOWSHIP (7864)

Position	Title	Supervisor	Full-Time/ Part-Time	Opened Date	Notes	Applicants
0047 - Graphic/Print Designer	Graphic/Print Designer	Self, Justin	Full-Time	3/22/2018	This individual needs to be familiar with many forms of design, including print and digital. Their responsibilities will be to create visually appealing promotional materials, advertisements, signage and event flyers for New Life and it's departmental ministries. Design for print, video display, social media and web as needed. Produce major publications and church-wide promotional pieces. Create logos/artwork for promotional items, series graphics, apparel, branding and other print or digital work. Take photographs for use in print and online materials and maintain a photo library for future use. The work schedule for this position is Sunday through Thursday.	0



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0991 - Accountant	Accountant	Wallace, Segundina	Full-Time	1/30/2019	<p>This Accounting position is responsible for maintaining accounting records, oversees expenditure of school and church based activity funds, and prepares periodic financial reports as required. Strong PC, printer, calculator, problem-solving and communication skills; Work collaboratively with the Comptroller and monitor expenditures of funds to ensure compliance with applicable laws; Timely reconciliation/ closing of all financial accounts. Assist in the preparation for all audits, including the annual financial audit; Monitor internal controls to ensure proper compliance.</p> <p>Maintain subsidiary records and reconcile to general ledger account balance; Prepare and record appropriate journal entries for balance sheet, revenue and expenditure accounts; Correlate invoices, purchase orders and receiving reports for payment; Write checks and reconcile bank statements; Assist with preparation of monthly and annual financial reports; Maintain various funds/budgets and monitor related revenues and expenditures; Use effective positive interpersonal communication skills; Record deposits and withdrawals for all school and church based activity funds; Process travel reimbursements; receive and dispense monies from various accounts within the school; Recommend procedural changes/improvements to Financial Manager; Follow standard practices and procedures and established rules and regulations to perform assigned budget functions; Maintain detailed school based activity accounts, as required by law, and coordinate accounting and related budgets with Administrators, Pastors, and Financial Manager; Oversee the deposits of Pre School, Upper and Lower School, and New Life Christian Fellowship.</p>	0
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