

Assistant Bookkeeper Part-Time (15hrs/week)



Role Overview

The Assistant Bookkeeper supports the Mission and Vision of CTR through their honest processing of the church's finances with a heart for stewardship and a desire to come alongside staff, ministry leaders and the church body in the area of Finance.

Qualifications

- Knows, follows and has a relationship with Jesus
- In agreement with CTR's Statement of Faith
- In alignment with CTR values (Relational, Honoring, Redemptive, Authentic)
- Knowledge and experience with accounting principles, finances, accounting programs, database systems and Excel spreadsheets
- Basic knowledge and experience with Office 365 programs
- Works well with others through solving problems
- Detail oriented with the ability to multi-task with consistency and accuracy
- Organized

Responsibilities

- Assists in processing weekly check requisition forms, invoices and journal entries
- Assists in processing credit card payments
- Assists in processing weekly deposit and online giving
- Assists in processing the support payments to missionaries along with tracking donor lists
- Recruits, trains and supports the team of volunteers that help with processing contributions
- Balances the monthly checking and savings account bank statements
- Assists with the yearly audit as needed
- Assists in processing donor contribution statements at the end of the year
- Answer questions regarding finances and money handling policies and procedures
- Assists in ensuring that various financial forms are available to ministry teams and the church body (offering envelopes, check requisition forms, deposit envelopes, etc.)
- Assists with monthly reporting as needed to leadership teams and ministries
- Supports in planning and implementation of Capital Campaigns
- Back-up for Bookkeeper when needed
- Back-up for answering phones
- Actively participates on the Support Team (Church Staff Team)

Availability: 15 hours per week. Required Meetings – All Staff Meetings, Support Team Meetings, Finance Team Meetings and personal Coach Meetings.

Visit our website to complete the on-line application www.christtherock.org
or contact Jennifer Schmalz at jschmalz@christtherock.org