

# Finance Assistant

20 hours a week



## Role Overview:

The finance assistant assists the accountant with day-to-day finance operations. This individual is a member of the Support Team and reports to the Executive Director, while taking work direction from the accountant.

## Qualifications:

- Mature disciple of Jesus/disciple-maker
- Knowledge of and experience with accounting principles, finances, and accounting programs, specifically QuickBooks Online.
- Proficient in Office 365 programs.
- Problem-solver
- Works well with teams.
- Detail-oriented and able to multitask with consistency and accuracy.
- Organized.

## Key Responsibilities:

- Assists with processing weekly check requisition forms, invoices, and journal entries using QuickBooks Online.
- Assists with processing credit card payments using QuickBooks Online.
- Assists with processing weekly deposits and online giving through Pushpay.
- Assists with processing support payments to missionaries and tracking donor lists.
- Leads, trains, and supports the team that helps process donations.
- Assists with audit review as needed.
- Assists with processing year-end donor contribution statements.
- Answers questions regarding finances, money handling policies, and account information.
- Assists with inventory tracking.
- Ensures financial forms are available to staff, ministry teams, and the church Body, including but not limited to offering envelopes, check requisition forms, and deposit envelopes.

**Availability:** 20 hours per week in the office, requires Monday mornings and Thursday afternoons.

**Required meetings:** Staff, Support Team, Finance Team, discipleship group, and coaching.

Visit our website to complete the online application [www.christtherock.org](http://www.christtherock.org)  
or contact [Melissa Zwach @ mzwach@christtherock.org](mailto:mzwach@christtherock.org)