

Cross Roads Presbyterian Church

2310 Haymaker Rd

Monroeville, PA 15146

www.crossroadspresbyterian.com

412-372-2226

Cross Roads Presbyterian Church is seeking a Financial Assistant who has data entry skills, is able to navigate accounting software, and is trustworthy to join our staff. The position is 5 hours per week and requires presence in the church office, times flexible.

Interested parties should submit a resume to lwhite@crossroadspresbyterian.com.

Title: Part-time Financial Assistant

Status: 5 hours per week in the office with flexible times & days.

Accountability/Purpose: To support the Financial Committee, the Treasurer and Pastor with the utmost confidentiality of the operations of the church's finances.

Responsibilities: Working under the direction of the Church Treasurer and Financial Ministry Team to maintain accurate records of membership contributions, pledges and payments for the operations of Cross Roads Church.

Maintain the Accounts Payable and Accounts Receivable in the accounting database and allocation of checks, deposits, and journal entries into the appropriate account and/or funds.

Provide financial reports monthly and/or upon request to the committees and the board of directors.

Provided contribution letters to membership according to the IRS rules.

Qualifications/Requirements:

Bachelor's degree in accounting or equivalent field. Experience in fund accounting required.

Familiarity with accounting software (Name the software if we know it) with non-profit accounting a plus.

Must pass a Criminal Background check.