

# CROSS ROAD BAPTIST CHURCH JOB POSTING

**POSITION:** FINANCIAL ADMINISTRATIVE ASSISTANT

**STATUS:** Part-Time (10-15 hours per week), non-exempt, hourly employee

**REPORTS TO:** Senior Pastor

## **JOB SUMMARY:**

Cross Road Baptist Church is looking for someone with bookkeeping and accounting experience for the role of Financial Administrative Assistant. This position is an opportunity to utilize knowledge of bookkeeping and accounting principles in support of the church's fiduciary duties and financial processes. The primary scope of responsibilities includes recordkeeping, data entry, providing operational support, and producing reports for the staff, leadership, and congregation of Cross Road Baptist Church. This position will work with the Senior Pastor and the Finance Committee to ensure all financial policies and procedures established for the church are followed.

## **ESSENTIAL JOB RESPONSIBILITIES:**

Involvement with all non-profit financial operations including contributions, deposits, A/R & A/P, payroll and 1099, general ledger, yearly budget and planning, cash management, compliance with applicable federal, state and city laws and regulations.

Record and prepare all expense entries for bank reconciliations; prepare journal entries.

Entering in all invoices, processing reimbursement requests as needed.

Assist in preparation of monthly financial reports for church leadership and individual ministry teams; support various ministries in accounting-related functions.

Prepare annual contribution statements.

Assist with monthly/semi-annual sales tax reimbursement filing.

Work with external auditors.

Other accounting duties as assigned.

## **GENERAL QUALIFICATIONS**

Minimum of 4+ years of professional accounting experience; experience with 501c3, non-profit church finances is a plus.

Associate's or bachelor's degree in accounting, finance, or relevant field preferred; will consider equivalent years of professional accounting experience.

Experience with MS Office and relevant computer software (knowledge of ACS or Realm church software and ADP software is a plus).

Familiar with financial statements and able to interpret reports.

Unwavering dedication to appropriately handling confidential/financial/contribution information.

Strong attention to detail, effective communication & time management for meeting deadlines.

A vibrant and growing personal relationship with Jesus Christ and a commitment to Christian principles and biblical teachings.

\*\*Compensation will be based on demonstrated experience and skill level for qualifications listed and the number of hours designated for the position.

Interested individuals should submit their cover letter and resume to Cross Road Baptist Church via email: [pastor@crossroadbaptist.org](mailto:pastor@crossroadbaptist.org), US mail: PO Box 2042 Asheboro, NC 27204, or in-person: 1566 Old Cox Road Asheboro, NC 27205. If you have any questions regarding the position, please contact the Pastor Brandon Powell via email: [pastor@crossroadbaptist.org](mailto:pastor@crossroadbaptist.org) or phone, 336-269-6607.