

<b>Job Title:</b>	Finance Assistant	<b>Employment Type:</b>	Part Time
<b>Department:</b>	Office/Operations	<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Finance Director	<b>Compensation Type:</b>	Hourly
<b>Location:</b>	South Campus	<b>Weekly Hours:</b>	28 hours Monday - Thursday
<b>Supervises:</b>	N/A	<b>Housing Allowance:</b>	N/A

**General Summary of Duties:** Assist with the needs in the finance office. Oversee Learning Corner, Preserve Marriage Ministry, Cafe, and Mission accounts.

**Duties and Responsibilities (includes but is not limited to):**

- Carry & cast the vision of Crossroads to lead volunteers and staff.
- Support the organization's values, *We are blessed to bless others* and *All people matter*.
- Assist with all of the organization's finances.
- Be an active member of the Finance Team. The team meets one Monday night per month.
- Manage the Learning Corner's bi-weekly payroll.
- Reconcile online transactions and deposits, bank statements and credit card statements.
- Manage all aspects of the following accounts, Cafe, Learning Corner, Missions, and Preserve.
- Assist with the processing of offering and all record keeping that coincides.
- Generate reports as needed.
- Other duties as required.

**Requirements:**

**Employment at Crossroads Community Church:**

- Endorses and supports the 10 biblical doctrines professed by Crossroads Community Church.
- Will be a member of Crossroads & fulfills the expectations therein

**Position:**

- Must be able to handle the demands of meeting people where they are and helping them take their next steps with Christ.
- Must have the ability to maintain confidentiality of sensitive information.
- Must be able to use basic accounting software.
- Must be detail oriented to handle administrative work.
- Must have good leadership and interpersonal skills to interact with volunteers, community members and vendors.

**Education:**

- Bachelor's Degree or equivalent work experience is preferred.

**Interested candidates can email their resumes to [resumes@ecrossroads.org](mailto:resumes@ecrossroads.org)**