

Job Title:	Finance Assistant	Employment Type:	Part Time
Department:	Office/Operations	FLSA Classification:	Non-Exempt
Reports To:	Finance Director	Compensation Type:	Hourly
Location:	South Campus	Weekly Hours:	28 hours
Supervises:	N/A	Housing Allowance:	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.
- Manage all aspects of the following accounts: Cafe, Learning Corner, Missions, and Preserve.
- Manage the Learning Corner's bi-weekly payroll.
- Manage accounts payable for Crossroads general account
- Reconcile online transactions and deposits, bank statements and credit card statements.
- 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.