



Financial/Accounting Assistant (Full Time)

This is not a job.....It is a calling.

www.crcconline.org

Christ the Rock Community Church is a vibrant, Jesus Centered, Family Focused, Multicultural and Multigenerational, Bible Believing, Nondenominational Church in South Florida. We currently have 5 services including 1 Wednesday evening services, 1 Saturday evening and 3 Sunday morning/midday services. Each week, thousands of people come to our campus to enjoy the many ministries and opportunities for the whole family to learn more about Jesus. Christ the Rock specializes in Family Ministry from infants to senior citizens. We are fearlessly leading people to an ever-growing personal relationship with Jesus Christ.

General Responsibilities

Responsible for the accurate record keeping and reporting of information within the Accounting office including member contributions and Accounts Payable information.

- Records weekly member contributions in the church membership system.
- Assists with processing and mailing of year-end member contribution statements.
- Assists with processing of accounts payable invoices and payments to vendors.
- Assists with researching vendor bills and payment information.
- Assists with processing of expense reports from other ministries/departments.
- Notifies Finance Director and/or Bookkeeper of issues related to member contributions, accounts payable invoices and expense reports.
- Performs other duties as assigned by the Finance Director.
- Work to present events that are excellent, memorable, and glorifying to God.

Minimum Qualifications

- Must be committed to Christ and, have a passion for the ministry at CRCC.
- Living a Christian life following Christian conduct.
- An understanding of and commitment to the church's mission statement and core values.
- Must be self -motivated, takes initiative, has creative skills.
- Ability to work well with others, and be a team player.



- Good communication skills.
- A willingness to work within church policies.
- Christ the Rock Community Church must be the home church while employed.
- 1-2 years of related experience in a church or nonprofit setting.
- General skills in bookkeeping or accounting; detail oriented.
- Proficient with MS Office (including Excel)

Hours: 40 hours per week (Full Time)

Benefits: Paid Vacation, Personal Time Off, Medical, Dental, Vision, Supplemental and 401k

Salary: TBD

How to Apply:

- Please submit a cover letter, resume and your testimony of your walk with Christ.
- Please email your submission to HR@CRCCONLINE.ORG