

Katy Christian Community Church

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|--|------------------------|--|-------------------------|
| Job Title: | Treasury Assistant | Job Category: | Support |
| Department/Group: | Treasury | Job Code/ Req#: | |
| Location: | Katy, Texas | Travel Required: | No |
| Level/Salary Range: | \$15 per hour | Position Type: | Part-time (15 hrs/week) |
| HR Contact: | Personnel Committee | Date posted: | |
| Will Train Applicant(s): | | Posting Expires: | |
| External posting URL: | | | |
| Internal posting URL: | | | |
| Applications Accepted By: | | | |
| Fax or E-mail: (832) 437-1998 or pc@katyccc.org Subject Line: Attention: PC Chair RE: part-time Treasury Assistant position | | Mail: Katy Christian Community Church Attention: Personnel Committee 24747 Roesner Rd Katy, TX 77494-5644 | |
| Job Description | | | |
| <p>Job Purpose: To support volunteer treasurer</p> <p>Maintains records of financial transactions by establishing accounts; posting transactions.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assist treasurer in coordinating weekly offering collection as necessary. • Verify weekly deposits. • Enter financial transactions in Quickbooks, process payments and disburse payables. • Maintain historical records by filing documents. • Assist in payroll and benefits administration. • File quarterly payroll and annual information reports. • Assist in treasury management of banking function. • Prepare monthly and annual financial reports by collecting and summarizing account information. • Assist in administration of church note repayment and information reporting. • Work with administrative staff to ensure smooth execution of financial transactions. • Other activities related to treasury. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Confidentiality, attention to detail, thoroughness, analyzing Information, data entry skills, accounting, good knowledge of QuickBooks, basic computer skills. • Must exhibit a personal and growing relationship with Jesus. • Good Christian character with a heart for church ministry, people person with strong interpersonal skills. | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Yuteck Chuong/Boon Tan | Date/Time: | 9/7/2020 |