

Katy Christian Community Church

Job Title:	Treasury Assistant	Job Category:	Support
Department/Group:	Treasury	Job Code/ Req#:	
Location:	Katy, Texas	Travel Required:	No
Level/Salary Range:	\$18 per hour	Position Type:	Part-time (10 hrs/week)
HR Contact:	Personnel Committee	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (832) 437-1998 or katyccc@katyccc.org Subject Line: Attention: Personnel RE: part-time bookkeeper 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. • 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, Basic knowledge of QuickBooks, Basic Computer Skills 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Yuteck Chuong/Boon Tan	Date/Time:	4/28/2022