

CrossPointe Church Orlando**Job Title:** Church Accountant/Bookkeeper**Position Status:** Part-Time**Position Summary**

To provide financial support and administration to CrossPointe Church Orlando & Winter Park.

Job Responsibilities and Duties:

- Preparing bi-annual giving statements (January & June/July).
- Entering weekly contributions to all account funds.
- To keep confidential all financial contribution information.
- Processes all accounts payable & receivables.
- Maintains all bank accounts.
- Preparing weekly giving & monthly budget reports for the elders & key staff members.
- Processing payroll on a weekly basis.
- Submitting monthly, quarterly and yearly payroll tax forms and makes necessary deposits, and prepares W-2s at year-end.
- To perform other necessary and related work as may be assigned.
- Working with volunteers to ensure that the giving is counted each week at the end of the 11:00AM service.
- Adhering to & administering the CrossPointe Church Financial Policy.

Job Skills and Requirements

- A minimum of an associate's degree in accounting from an accredited educational institution.
- Prior accounting experience preferred.
- Demonstrated proficiency in computer skills including: Word, Excel, and QuickBooks. Will be trained on Fellowship One, our database program.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church, staff, and partners.

Application

To apply, please submit your resume & cover letter to Chris DuBois | chris@xpointe.com.