



Accounting Assistant

Oak Brook, IL Non-denominational Christian Church

Christ Church of Oak Brook is seeking a highly motivated and passionate Accounting Assistant that is committed to integrity, accuracy and timeliness in serving our clients – CCOB leadership, ministries, congregation members, staff members and vendors. This is accomplished by maintaining good internal controls in compliance with proper accounting procedures.

ORGANIZATIONAL OVERVIEW:

Christ Church of Oak Brook is an intergenerational, non-denominational Christian church with an average weekend attendance of 2,600 people and a membership of more than 5,000. A core group of 75 staff and hundreds of volunteers join together on its 25-acre campus to provide ministries of worship, growth, and service for the western suburbs and beyond.

POSITION SUMMARY:

The Accounting Assistant will be responsible for the processing, reviewing, reporting and distribution of data and information for the financial records of Christ Church of Oak Brook and all the funds of the church, while providing strong analytical and problem solving skills, with the assurance of accurate and complete financial information.

This position reports to the Accounting Director and assists with implementing and maintaining internal financial records and procedures. The ideal candidate will be proficient in excel spreadsheets and accounting software, with a high attention to detail.

HOURS: Part-time 20 hours per week – Monday (8:00am – 4:00pm), Wednesday & Thursday (8:00am – 2:00pm)

HIRING SALARY: Starting salary commensurate with experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The position's duties and responsibilities include, but are not limited to:

- Provide day to day input and processing of accounting activities including contributions, fees and other income, accounts payable/charge cards, inter-departmental charges, month end reporting, and federal and state reports.
- Provide support to CCOB leadership in a variety of accounting and financial matters.
- Provide resources, documentation and communication for other ministry areas as directed.
- Attend internal meetings as directed.
- Assist Director of Accounting in providing documentation of financial status of the various funds and the church as a whole.
- Process and record all deposits of contributions and other church income weekly.
- Reconcile bank account and investment activity monthly.
- Process and record all payables items semi-monthly.
- Prepare sales tax return and remit sales taxes monthly.
- Post charge card activity monthly.

- Record monthly inter-departmental charges.
- Assist in preparing and distributing monthly, quarterly and annual financial reports.
- Record donations of securities when received.
- Prepare and mail donation statements and handle contacts with members regarding questions on the statements.
- Monitor work of volunteers for accuracy; follow up with additional training as necessary.
- Provide support for the budgeting process, including special reports related to budgeting.
- Assist external auditors in the annual audit of the church.
- Develop and prepare custom reports as requested.
- Prepare Federal and State annual required reports.

ADDITIONAL QUALIFICATIONS DESIRED:

- Honest and trustworthy.
- Personal integrity for work habits and results.
- Maintain absolute confidentiality regarding financial and work-related information.
- High degree of professionalism
- Ability to exercise sound judgment in handling financial matters.
- Ability to discern needs and respond appropriately, sensitively and proactively.
- Desire to continuously learn and serve others.
- Appreciation for own and other's giftedness.
- On-going desire to grow a Christ-like character.
- Approachable and accessible.
- Support and model individual spiritual formation, Worship, Grow and Serve.

SKILLS AND TALENTS:

- Demonstrated in depth knowledge of and compliance with good financial control processes, and accounting principles.
- Ability to accurately and efficiently process reconcilements, especially bank reconcilements.
- Ability to implement and maintain appropriate internal control procedures for all financial matters, including meticulous controls over cash.
- Must possess an exceptional ability to focus on detail.
- Must be able to efficiently review reports and documents and locate and resolve errors.
- Experienced in fund accounting.
- In-depth knowledge of Microsoft Office applications, (Shelby church software a plus).
- Self-motivated and requiring minimum direct supervision.
- Team worker with good communication and inter-personal skills.
- Good oral communication and analytical skills.
- Ability to multi-task and maintain composure under pressure.
- Begin and end projects within assigned time frames.
- Ability to handle a mix of routine and non-routine assignments with poise.
- Good problem-solving skills.

EDUCATION AND EXPERIENCE:

- Associates degree [in Business, Accounting or](#) coarse work in accounting required. [Bachelor's degree in Accounting preferred but not required.](#)
- Two or three years of demonstrated experience in accounting, including accurate and efficient processing of reconcilements, including bank reconcilements.
- Knowledge of tax requirements.
- Previous work on a team or with volunteers.

TO APPLY:

Interested candidates can apply by submitting **cover letter and resume** to hr@cc-ob.org. Due to the volume of inquiries and applicants, we are not able to respond to every application or resume we receive. We will be in contact with you if we are interested in pursuing your application of employment. Thank you for your understanding.

A pre-employment background check is required