**Job Posting**

**St Mark Presbyterian Church**

**Boerne, TX 78006**

**Financial Associate / Part Time / 25 hours/week**

**PURPOSE:**

This position holds the primary responsibility of all church financial matters. It requires extreme confidentiality, ability to work with church leaders in managing their budgets, working with staff, congregation, and vendors. This person should be a Christian and have a heart to serve and respect the values and people of St Mark Presbyterian Church.

The financial functions to be performed include:

* Accounts Receivable
* Accounts Payable
* Credit Card Reconciliation
* Bank Reconciliation
* Payroll Processing
* Financial Reporting

**KNOWLEDGE, SKILLS, ABILITIES:**

* Knowledge of QuickBooks accounting software
* Knowledge of accounting structures
* Knowledge of accounts receivable and accounts payable
* Ability to provide and maintain detailed, accurate financial information in a confidential manner

**REQUIRED EDUCATION AND EXPERIENCE:**

* Bachelor’s degree **OR** equivalent experience in financial recordkeeping
* Experience with timekeeping systems and payroll processing

**PHYSICAL REQUIREMENTS:**

* Ability to perform all physical movements necessary to fulfill the job description
* Close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading

*Background Check Required*

*Salary Requirements: $20-$23/hour*

*Send resume to* *stmarkapply@yahoo.com*