

## OPEN MINISTRY POSITION

Financial Assistant  
Cuyahoga Valley Church  
Part-time position



### MINISTRY SUMMARY

Ministry Vision: Inviting people to new life in Christ.

Overall Ministry Objective: To assist with financial aspects of the daily operations of CVC with a high degree of integrity. This person's ministry objectives will include working with a team to complete contributions and accounts payable functions and assist the Accounting Director in various tasks related to the daily operations of the church.

### POSITION DESCRIPTION

Principle Function:

The primary responsibility of the position is to assist with contributions and account payables.

Accountability:

The Financial Assistant will be directly accountable to the Accounting Director.

Responsibilities:

- Process contributions.
- Input payables into quickbooks.
- Prepare checks for payment.
- Create monthly mastercard reports for staff.
- Organize mastercard reports for review by the Accounting Director.
- Assist Accounting Director with annual budget documents.
- Update various excel reports for monthly/annual meetings.
- Prepare Benevolence checks and related documents.
- Assist other team members as needed.
- Attend monthly staff meetings.

Suggested Skills and/or Experience:

- One who has an active personal relationship with the Lord Jesus Christ.
- A lifestyle that demonstrates a servant spirit and a teachable attitude.
- A proactive person who exercises sound judgment without close supervision.
- A person who has developed good management skills enabling them to maintain efficient office environment.
- A detail-oriented and organized person who can be trusted to see a task or event through from start to finish.
- A person who has learned to be stable under pressure, willing to take counsel and direction from those in authority.
- Proficient in Microsoft Excel.
- Ability to learn and use CCB (Church Community Builder).
- A person who has competency with the English language, grammar, and punctuation.
- A person with sufficiently developed computer skills who is willing to learn new skills as needed in order to enhance productivity.
- A person who practices diplomacy and tact when dealing with a diversity of people.
- A person who can keep confidences and be sensitive to people and their needs.
- A track record of trustworthiness and integrity.

- A person who is flexible, able to maintain an upbeat demeanor in the midst of last-minute requests and an ever-evolving work environment.
- A person who is a member or is in the process of becoming a member of CVC.
- A person who enthusiastically supports the overall mission, vision, values and strategies of CVC.

**Estimated Time Commitment:**

This is a part-time position, 24 hours per week.

**Anticipated Benefits:** This is a paid position that includes sick time, paid holidays, vacation time based on accrued seniority.

**Contact:** If you have an interest in this position or would like additional information, please submit your resume electronically to:

Gregg Jacobsen, Pastor of Administration  
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CUYAHOGAVALLEYCHURCH | Inviting People to New Life in Christ  
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