

Accounting Office Assistant Job Posting

Eastridge Church is looking for an accounting office assistant to support the accounting department, assisting with various day-to-day duties and several annual projects. This position serves to bring a spirit of excellence to the accounting team.

The Organization:

Eastridge is a well-established church based in Issaquah, WA that helps people discover Jesus, grow in community, find their purpose, and change the world! We are looking for the right person to join our team.

The Position:

This position will be part-time 10-20 hours a week. The pay range we're offering is \$22 - \$24 an hour.

Requirements:

- A Christian who affirms our Statement of Faith and lives a life of integrity and holiness.
- Personal alignment with the mission and values of Eastridge Church (Member of Eastridge Church)
- 2 years relevant work experience (Not-for-profit experience preferred)
- Strong computer skills (Excel, Word, Quick Books and other online)
- Strong communication and interpersonal skills
- Ability to assess and prioritize multiple projects, tasks and demands
- Self-directed, highly motivated, flexible, and positive
- Must maintain confidentiality of information

Responsibilities:

- Assist with accurate counting and recording of tithes and offerings
- Assist with preparation and proper coding of accounts payable
- Scan invoices to Bill.com and confirm that payments have been made.
- File vendor invoices weekly into vendor files.
- Monthly reconciliation of accounts, including Home Depot, Lowe's Klahanie Service Center and Staples.
- Reconcile petty cash box.
- Working on special projects, as needed

Why Should You Apply?

- You want to see people discover Jesus, grow in community, find their purpose, and change the world!
- You want to be part of a dynamic and supportive team!