

Position Title: Financial Assistant

Reports To: Director of Finance and Facilities

Schedule: Part-Time, 20 Hours per Week (Monday–Thursday, 5 Hours Per Day, in-person)

If you would like to apply or learn more, please send a letter of interest and resume to Melissa Petrey at mpetrey@ccclex.org and reference “Financial Assistant” in the subject line. No phone calls, please.

Position Summary

The Financial Assistant supports the financial operations of Christ Church Cathedral by assisting with accounting, payroll, contributions, deposits, billing, record retention, and administrative functions. This position requires strong organizational skills, attention to detail, discretion with confidential information, and the ability to work independently while meeting deadlines.

Essential Duties and Responsibilities

Accounting and Financial Processing

- Post all electronic deposit batches and payment transactions.
- Prepare and process checks and maintain supporting documentation.
- Reconcile, prepare, and post monthly credit card statements.
- Assist with financial record keeping and account reconciliation.
- Prepare journal entries as assigned.

Payroll and Tax Administration

- Assist with payroll processing.
- Prepare and submit federal payroll tax payments.
- Prepare and submit state, city, FCPS, and other required payroll tax filings.
- Assist with sales tax reporting and filings.
- Maintain payroll documentation and records.

Contributions and Parish Records

- Assist with preparation and distribution of annual and periodic giving statements.
- Assist parishioners with contribution inquiries as needed.
- Maintain accurate donor and parish records.

Billing and Receivables

- Prepare and issue invoices for weddings and funerals.
- Track payments and follow up on outstanding balances when necessary.
- Process sewer exclusion documentation and related records.

Administrative Support

- Prepare and distribute financial correspondence, letters, and materials.
- Organize, file, and maintain financial records and supporting documentation.
- Prepare and process the weekly Monday deposit.
- Assist with audit preparation
- Maintain Vestry Book
- Update check signers for Church Bank Accounts.
- Track Friends of Music donor names and contribution amounts through Realm.
- Assist with special projects and other duties as assigned by the Director of Finance and Facilities.

Qualifications

- Previous bookkeeping, accounting, payroll, or office administration experience preferred.
- Proficiency in Microsoft Office, especially Excel and Word.
- Experience with accounting software and church management software preferred.
- Strong organizational and time-management skills.
- Ability to maintain strict confidentiality.
- Excellent attention to detail and accuracy.

Qualities of a Successful Candidate

- **Highly Organized:** Able to keep track of multiple responsibilities, details, and deadlines while maintaining an orderly and efficient approach to work.
- **Strong Prioritization Skills:** Able to assess competing needs, determine what is most important, and adjust priorities as circumstances change while still meeting deadlines.
- **Flexible and Adaptable:** Comfortable shifting between tasks and responding to changing needs, while remaining dependable and focused on completing responsibilities.
- **Self-Motivated and Independent:** Able to work independently, take initiative, and anticipate what needs to be done, while also being receptive to guidance and able to follow direction when needed.
- **Excellent Interpersonal Skills:** Warm, approachable, and joyful, with the ability to genuinely listen, connect with, and engage parishioners. Creates a welcoming and positive experience for everyone who interacts with the Cathedral.
- **Dependable and Trustworthy:** Consistently follows through on responsibilities, handles financial and confidential information with integrity, and can be relied upon to complete tasks accurately and on time.

Work Schedule

- Monday through Thursday
- Approximately 5 hours per day
- 20 hours per week
- Additional hours may occasionally be required during audits, year-end processing, or major financial reporting periods.