

GRACE COMMUNITY CHURCH

POSITION OPENING

JOB TITLE: Accounting Assistant

POSITION SUMMARY

The Grace Community Church Accounting Department has a part-time, temporary opening for an accounting assistant (20–29 hours/week).

ESSENTIAL FUNCTIONS:

- assist the department in general office work
- light accounts payable duties
- filing
- data entry
- scanning

COMPETENCIES

- experience in the field of accounting or bookkeeping
- excellent organizational, attention to detail
- multi-tasking skills
- ability to work in a fast-paced environment
- customer service experience
- proficiency with Microsoft Office

QUALIFICATIONS: Applicants for employment must be, if employed, biblically qualified as a deacon and a member of Grace Community Church.

For more information or to request an application, **contact the Grace Community Church office of Human Resources at HR@gracechurch.org or 818-909-5672.**

This position will be on the Grace Community Church campus, not The Master's University campus.