

**Title:** Part-Time Financial Assistant

**Location:** Humble, TX

**Contact:** Ivory Fontenot, The Luke Church

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**Description:** This is a part-time position of 10 - 20 hours per week working in the Financial Department. The Financial Assistant will be involved in all aspects of the church's accounting and finance functions, including general ledger, bookkeeping, various analysis, financial statements, contributions, management reporting, tax forms, and administrative tasks. This person needs to be a self-starter and able to work with direct supervision and possess good verbal and written communication skills. This position requires strong working knowledge of GAAP. Must maintain accuracy and accountability while carrying out all duties assigned.

**Qualifications:** Two years of accounting experience preferred. Proficient in Microsoft software (Excel) and ability to operate standard office equipment (10-key by touch) a must. Skilled in arithmetic computation. Able to perform numerical work with speed and accuracy.