

Christ the King Lutheran Church located in the Steele Creek area of Charlotte, NC seeks a **financial secretary**. The position is part-time at approximately 10-15 hours per week.

Hours: 10-15 hours per week; some flexibility on weekly work schedule

Pay: Salaried position in the range of \$10,000 - \$12,000 annually.

Skills: Financial Secretary must be proficient with basic Microsoft Office and other typical office productivity software (Excel, Word, etc.). CtK operates CCB church software to maintain giving records. Experience with Quickbooks accounting or bookkeeping software is preferred. Prior accounting and/or organizational bookkeeping experience required. Basic accounting education preferred.

Major Job Duties:

- Contribution deposits
- Accounts payable
- Payroll
- Monthly closing and reporting
- Stewardship reporting
- Communication with church members and donors
- Other financial or bookkeeping duties as assigned

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction