



January 2023

We are looking to fill the following part time positions 2-3 days per week:

**Accounting Assistant (Accounts Payable)** responsible for data entry for invoices, analyzing invoices, payment, contacting vendors, printing of checks; ensuring the proper payments are made accordingly; assist members with online activities: registration, online statements, password re-set etc.

**Accounting Assistant (Financial Analyst)** responsible for the preparation of the weekly cash receipts journal entry to ensure proper balancing and allocation of accounts; enter and posting of journal entries; execution of various financial reports; assist members with online activities: registration, online statements, password re-set etc.

Requirements:

- Member in good standing at Apostolic Faith Church
- Some college courses preferred or a college degree
- Familiarity with basic bookkeeping procedures with attention to detail and accuracy
- Excellent organizational, and oral/written communication skills; ability to multi-task; faithfulness and punctuality to work on a daily basis
- Ability to work as a team player, contributing to the overall vision and success of the team and the Apostolic Faith Church. Must be dedicated to the vision and success of the Apostolic Faith Church

Skills Needed:

- 10-key adding machine
- Personal Computer Competency
- Microsoft Excel, Outlook, Word
- Accounting Software: QuickBooks, Arena, Shelby, Servant Keepers, etc.

If interested, please send your resume or letter of interest to [afcinfo@afcchicago.org](mailto:afcinfo@afcchicago.org)