

## Katy Christian Community Church

<b>Job Title:</b>	Treasury Assistant	<b>Job Category:</b>	Support
<b>Department/Group:</b>	Treasury	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Katy, Texas	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$15 per hour	<b>Position Type:</b>	Part-time (15 hrs/week)
<b>HR Contact:</b>	Personnel Committee	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (832) 437-1998 or <a href="mailto:katyccc@katyccc.org">katyccc@katyccc.org</a> <b>Subject Line:</b> <b>Attention:</b> Personnel re: Treasury Assistant		<b>Mail:</b> Katy Christian Community Church Attention: Personnel Committee 24747 Roesner Rd Katy, TX 77494-5644	
<b>Job Description</b>			
<b>Job Purpose: To support volunteer treasurer</b> Maintains records of financial transactions by posting financial transactions. <b>Duties:</b> <ul style="list-style-type: none"> <li>Assist treasurer in coordinating weekly offering collection as necessary.</li> <li>Verify weekly deposits.</li> <li>Enter financial transactions in Quickbooks, process payments and disburse payables.</li> <li>Maintain historical records by filing documents.</li> <li>Assist in payroll and benefits administration.</li> <li>File Quarterly payroll and annual information reports.</li> <li>Prepare monthly financial reports by collecting and summarizing account information.</li> <li>Work with administrative staff to ensure smooth execution of financial transactions.</li> </ul> <b>Skills/Qualifications:</b> <ul style="list-style-type: none"> <li>Able to maintain Confidentiality</li> <li>Attention to Detail, Thoroughness, Basic Excel Skills</li> <li>Good knowledge of QuickBooks is desirable but we can train if needed</li> </ul> <b>Other Information:</b> <ul style="list-style-type: none"> <li>Work around 15 hours/week</li> <li>Flexible Schedule</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Yuteck Chuong/Boon Tan	<b>Date/Time:</b>	09/11/2025