

Katy Christian Community Church

Job Title:	Treasury Assistant	Job Category:	Support
Department/Group:	Treasury	Job Code/ Req#:	
Location:	Katy, Texas	Travel Required:	No
Level/Salary Range:	\$15 per hour	Position Type:	Part-time (15 hrs./week)
HR Contact:	Personnel Committee	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (832) 437-1998 or katyccc@katyccc.org Subject Line: Attention: Personnel re: Treasury Assistant		Mail: Katy Christian Community Church Attention: Personnel Committee 24747 Roesner Rd Katy, TX 77494-5644	
Job Description			
Job Purpose: To support volunteer treasurer Maintains records of financial transactions by posting financial transactions. Duties: • Assist treasurer in coordinating weekly offering collection as necessary. • Verify weekly deposits. • Enter financial transactions in Quickbooks, process payments and disburse payables. • Maintain historical records by filing documents. • Assist in payroll and benefits administration. • File Quarterly payroll and annual information reports. • Prepare monthly financial reports by collecting and summarizing account information. • Work with administrative staff to ensure smooth execution of financial transactions. • Assist each department with annual budget planning and conduct mid-year budget reviews for all departments. • Track the departmental project's spendings. Skills/Qualifications: • Able to maintain Confidentiality • Attention to Detail, Thoroughness, Basic Excel Skills • Good knowledge of QuickBooks is desirable but we can train if needed Other Information: • Work around 15 hours/week • Flexible Schedule			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Yuteck Chuong/Boon Tan	Date/Time:	09/11/2025