

**Cornerstone Baptist Church of High Point
Administrative / Financial Assistant Position
Part-Time (9:00 AM – 3:00 PM, Monday-Thursday)**

Summary of Job Duties:

To provide administrative assistance and perform financial responsibilities for Cornerstone Baptist Church of High Point, where we believe church should be a place people enjoy being, sincere worship happens, genuine relationships are formed, and God's people are equipped to effectively serve others. This person will work directly with Pastors and Ministry Team Leaders, providing administrative support as needed. This person will also be responsible for all financial tasks, working with the Church Treasurer and Finance Team. A familiarity with financial software as well as current office technology (Microsoft Office, Publisher, Canva, website platforms, office equipment, etc.), and a willingness to learn to use some of the newer systems, is essential. The person we are seeking will have a willingness to learn new skills, software, and procedures as technology continues to advance. We are seeking a person who has a heart to serve and cares for people. This person must be able to perform moderately complex accounting and bookkeeping functions through the use of financial accounting software.

Starting salary: \$15 / hour

For additional information and a link to the complete job description, please contact Mary Anne Routh at maryanne@cornerstonego.com. Application letter and resume should also be sent to that email address.