

Job Title: Office/Accounting assistant

Department: Finance & Accounting

Reports To: Bookkeeper

Job Type: Part-time

Location: Paradise, PA

Key Responsibilities:

- Process incoming mail and update address records based on returned mail
- Deposit checks and cash in a timely manner
- Answer phone calls and greet visitors; ensure the guest book is updated
- Maintain event registration records in SAP, including donor, customer, and subscriber information
- Monitor the AFC general email account, forward messages to appropriate staff, and respond when necessary
- Keep the staff address list current
- Assist with translating and proofreading articles
- Arrange and display magazines in the downstairs area
- Prepare printed materials for board meetings and purchase necessary groceries
- Support CMC registration processes
- Assist the Accounts Receivable/Payable Coordinator in processing invoices, recording donations, and performing other accounting-related tasks.

Basic Requirements:

- **Agreement** with the organization's **Statement of Faith**, vision, and mission
- A **committed Christian** with a **clear and strong calling** to serve in ministry
- Bilingual in English and Chinese