



**THE COMPASS CHURCH**  
**Job Description**

**Position:** Accounts Receivable Administrator – TBD  
**Reports to:** Finance Manager - Irina McTighe  
**Schedule:** Part-time (up to 12 hours/week) / Hourly, Non-Exempt  
Monday office hours required

**Employment**

**Classification:** Worker (A)

**Responsibilities and Requirements:**

- Process deposit transactions (offering and other miscellaneous deposits)
- Deposit all multi-site offerings
- Live a healthy balanced lifestyle that honors God, family and others
- Maintain highest level of confidentiality
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America
- Attend monthly All-Staff meetings if possible
- Attend The Compass Church weekend worship services on a regular basis
- Be a member or pursuing membership of The Compass Church
- Basic understanding of Microsoft Office
- A willingness to take on other duties as assigned
- A willingness to travel between campuses as needed