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CRCC.org

## **Financial Operations Coordinator**

**Contract | Cedar Ridge Community Church | Spencerville, Maryland**

**Reports to:** Director of Operations

**Compensation:** \$30–\$45 per hour, depending on experience.

### **Role Summary**

[Cedar Ridge Community Church](#) is seeking a contract Financial Operations Coordinator to support the day-to-day financial administration of the church. Working closely with the Director of Operations, this role helps ensure Cedar Ridge's financial operations are accurate, timely, organized, and sustainable, supporting the ministry and long-term health of our church community.

The ideal candidate enjoys building relationships, values collaboration, and is interested in becoming a trusted partner alongside our staff. They are organized, adaptable, curious, take pride in thoughtful financial stewardship, and are committed to maintaining strong financial systems while continually improving the processes that support our ministry.

### **Core Areas of Responsibility**

#### **Financial Operations**

Support the church's day-to-day financial administration through accounts payable, deposits, payment processing, financial documentation, and accurate recordkeeping.

#### **Bookkeeping Support**

Maintain accurate financial information in QuickBooks, assist with reconciliations, prepare documentation, and support monthly reporting in collaboration with church leadership.

#### **Financial Administration**

Support payroll processing, contractor payments, retirement contributions, rental income tracking, donation records, and other recurring financial processes as assigned.

#### **Systems & Continuous Improvement**

Maintain established financial workflows while identifying practical opportunities to improve efficiency, documentation, and organizational processes as needs evolve.

#### **Financial Records & Compliance Support**

Maintain organized financial records and documentation that support audits, reporting requirements, annual reviews, and other financial stewardship responsibilities.

### **Qualifications**

#### **Required**

- 2–4 years of bookkeeping, accounting support, or financial administration experience.
- Working knowledge of QuickBooks and Microsoft Excel.

- Experience with accounts payable and receivable.
- Strong organizational skills, attention to detail, and documentation practices.
- Excellent written and verbal communication.
- Ability to maintain confidentiality and exercise sound judgment.
- Comfort learning new systems and adapting as organizational needs evolve.

### **Preferred**

- Experience supporting a nonprofit or church organization.
- Familiarity with payroll systems and retirement contribution processing.
- Experience improving financial workflows and administrative processes.
- Collaborative approach with a willingness to learn, teach, and solve problems alongside others.

### **Additional Requirements**

- Contractor will be required to sign a Confidentiality Agreement and a Contractor Services Agreement.

### **Work Environment & Expectations**

- Contract position averaging 10 hours per week, with flexibility based on seasonal needs.
- Hybrid schedule, with regular on-site time required for deposits, receipt collection, check processing, and coordination with staff.

### **Why This Role Matters**

The Financial Operations Coordinator is more than a bookkeeper or accountant. This role helps steward the financial resources that make Cedar Ridge's ministry possible.

Accurate financial records build trust. Thoughtful financial systems support wise decisions. Strong operational partnerships allow our staff and volunteers to focus on caring for people and serving our community.

The person in this role will help strengthen the financial foundation that supports our ministry today while preparing Cedar Ridge for the future.

### **To Apply**

Please submit a resume and cover letter describing your interest in the role and how your experience, values, and approach to community align with the mission and culture of Cedar Ridge Community Church. Email your application materials to [info@crcc.org](mailto:info@crcc.org).