

CCA Helps



In the name of Jesus, Christian Community Action assists the poor by providing comprehensive services to alleviate suffering, bring hope and change lives.

CONTACT US

Christian Community Action

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Lewisville, TX 75057

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In January, Christian Community Action in Lewisville will be hiring an accounting assistant. The position is responsible for handling all vendor payments, all deposits, and other financial liabilities of the organization. While the primary responsibility is making payments and entering deposits, this position will also ensure and be responsible for accurate record keeping, filing documents, reconciling statements, and data entry. Some of the principal responsibilities are accurate and timely completion of accounts and notes payable, daily entry of donations and reconciliation to donor data base, preparation, accuracy, and distribution of monthly financial reports, and entry receipts and reconciliation of all organization credit cards. A bachelor's degree and two years' experience preferred with knowledge of QuickBooks and Excel required.

CCA is a faith-based non-profit that serves families in Denton County with a variety of family strengthening services, including financial assistance, weekly groceries, and life skills classes. CCA was recognized as a Best Christian Workplace by the Best Christian Workplace Institute.

If interested, send resume to janet.moore@ccaheps.org