

Finance Assistant

Cornerstone Pregnancy Services, a faith-based ministry outreach in Elyria, Ohio, is seeking an individual to serve as Finance Assistant to the Director of Finance. This position assists in the oversight of all financial functions for the day-to-day operations, financial stewardship of the ministry, and contract negotiation. Duties may require occasional travel, flexible scheduling, and Board interaction as delegated by the Director of Finance.

This is a non-exempt, part-time position for 16 hours weekly. Accounting experience is required. Grant financial management a definite plus but are willing to train the right candidate.

Job requirements include the following:

- A professing Christian with deep convictions to preserve the sanctity of human life and proclaim the Gospel of Jesus Christ.
- An Associate degree is preferred or at least 2-3 years of related accounting experience.
- Has experience or training in non-profit business processes and/or grant financial administration is highly desired.
- Strong organizational skills and excellent written and non-verbal acumen is required.
- Thorough knowledge and experience in the area of finance, contract negotiation,
- Excellent organizational and professional business skills, including computer software knowledge. **QuickBooks knowledge and proficiency are mandatory.** Working independently with minimal supervision is fundamental.
- Demonstrates self-motivation, a high level of initiative, and keen attention to detail.
- Skilled in maintaining good relations with all contacts using tact and diplomacy.

Qualified interested candidates may send a resume with a cover letter and salary history to:

**Executive Director
Cornerstone Pregnancy Services
364 Griswold Road, Elyria, OH 44035
Fax: 440-324-4478
e-mail: info@cornerstonepregnancy.org**