

OVERVIEW

Position Type: Part-time

Reports to: Finance Director

Department: Finance

SUMMARY

To perform accounting clerical operations including data entry, vendor payments, contributions, preparation of bank deposits, filing and record archiving.

PRIMARY RESPONSIBILITIES

A. Accounts Payable/Deposits

- Maintain files for check requests and invoices and ensure there is proper documentation for payment
- Input invoices into A/P system and run vendor checks
- Code and enter manual checks in A/P
- Code and enter miscellaneous deposits in Excel and General Ledger
- Count and balance offerings and prepare for deposit
- Input contributions into donor system
- Travel to bank with deposits
- Disburse petty cash as requested and maintain monthly balancing
- File documents

B. Knowledge, Skill, Ability

- Proficient in Excel, Word, Accounting software
- Understand accounting methods, procedures, terms
- Detail oriented, well organized
- Good math, reading, and writing skills, including spelling and grammar
- Professional demeanor and appearance
- Ability to proficiently and accurately operate calculator
- Vision, hearing, and speech necessary to communicate with vendors, customers
- Self starter with proven ability to have positive impact on church

C. Miscellaneous

- Work with Director archiving records per retention schedule
- Maintain absolute confidentiality, integrity, and honesty
- Keep work space clean and neat
- Must be able to work flexible schedule as needed
- Maintains valid driver's license
- Additional duties as assigned

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- High school graduate or GED preferred. Some college preferred.
- Minimum 2 years related experience in a bookkeeping and/or accounting environment.