ABC Community Church

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| **Job Title** | **Accounting Clerk** | |
| Position reports to:  Salary range:  Employment status: | | Accounting Manager  $XX,000 – $XX,000  Full-Time/Nonexempt |
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| **Position Overview** | | |
| Responsible for the accurate recordkeeping and reporting of information within the accounting office. This includes member contributions and accounts payable information. | | |
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| **Principal Accountabilities** | | |
| * Takes responsibility for member contribution records and accounts payable function. * Enters weekly contributions into database and makes weekly bank deposit. * Keeps records of all purchasing invoices and enters invoices into database. * Runs accounts payable checks and mails them weekly. * Tracks bookstore credit card transactions and verifies all transactions on a monthly bank statement. * Assists employees on researching vendor bills and payment information. * Runs and mails year-end member contribution statements. * Notifies accounting manager of issues related to member contributions and invoice payments. * Performs other duties the accounting manager requests. | | |
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| **Job Skills Required** | | |
| * Proficient with Microsoft Office * Good communication skills * 3-5 years of related experience in a church or nonprofit setting | | |
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| **Educational Requirement** | | |
| * High school diploma, some college preferred | | |
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Updated: 7-10, 7-11, 7-12

Updates Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_