ABC Community Church

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| **Job Title** | **Accounting Clerk** |
| Position reports to:Salary range:Employment status: | Accounting Manager$XX,000 – $XX,000Full-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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_