



Job title	Accounting Clerk – Part-Time/Temporary
Department(s)	Administration
Reports to	Controller
Division	Finance

Position Overview

Primary duty is to provide support to the Chief Financial Officer and Controller by processing daily/monthly/annual accounting transactions necessary to maintain general ledger records.

Essential Job Functions

- Enter purchase order requests into Accounts Payable module
- Enter invoices into the Accounts Payable module
- Enter and balance daily contribution detail in the Accounting Cash Receipts and Disbursements spreadsheet
- Apply cash payments for services rendered in the Accounts Receivable module
- Generate monthly service invoices
- Enter monthly and annual adjusting entries into the General Ledger
- Reconcile petty cash
- Gather monthly copier and postage use data
- Maintain fixed assets system
- Handle electronic and paper filing for finance department
- Assist in month-end and annual closing procedures
- Support all financial audit efforts as assigned

Professional Qualifications

- Proficient in Microsoft Office software (especially Excel) and accounting software (preferably Peachtree)
- Associate’s Degree and/or two years of experience in the accounting field
- Ability to type 40 WPM
- Detail oriented and accurate in work
- Ability to work independently and see a project to completion
- Incident neutral credit and background check

Spiritual Qualifications

- Professes Jesus as Lord and Savior
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
- Patterns life after the example of Jesus and the commands and principles found in the Bible
- Desires to serve the Lord in the ministry of rescue

Essential Physical and Mental Functions

- Remains in a stationary position for approximately 70% of the time
- Stand or walk for up 30% of the time on various surfaces (tile, concrete, carpet)
- Climb stairs occasionally
- Bend/twist at waist/knees/neck to perform various duties including setting up video recording devices
- Constantly operates a computer
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers
- Constant use of hearing (correctable hearing to normal level required) to conduct interviews
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones
- Work in various environments including adverse outdoor conditions such as cold, rain or heat;
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Signed: _____

Date: _____

Additional information

HR use only	
Management? (Yes/No)	No
E/NE status	Non-exempt TEMP PT
Updated	09/12/19