

## **Part Time Financial Clerk**

This position is part time and reports to Julia Termanas, Director of Business and Administration. The Financial Clerk maintains smooth management of church tithe reporting and accounts payable. The ideal candidate would be spiritually and emotionally mature with a teachable heart should have a friendly, pleasant demeanor and positive attitude. This position requires a minimum of 10 hours per week.

### **Job Responsibilities:**

- Accurately report churches tithes
- Effectively communicate with the count team leaders
- Send giving statements
- Make bank deposits
- Monitor deposits into money market, benevolence, and general fund accounts
- Communicate with Financial Administrator to prepare financial reports
- Send wires to missionaries
- Pay bills
- Enter payroll
- Effectively communicate with employees regarding vacation pay, hours worked and time off
- Send, input and audit employee expense reports
- Maintain data integrity

### **Qualifications:**

#### *Required*

- Must be proficient in Quickbooks
- Must be proficient in Microsoft Excel
- Knowledge of Dropbox
- Working knowledge of Paychex payroll or similar system
- Able to be trusted with confidential information

#### *Preferred*

- Working knowledge of Pushpay, Stripe or similar online payment systems
- Previous experience in church or nonprofit accounting
- Knowledge of Planning Center Online or similar (Or must be committed to online training classes)