



Job Title:

Finance Clerk

One Line Job Description:

The role of the Finance Clerk will be to assist both the Accounts Receivable Specialist and the Accounts Payable Specialist in the performance of various tasks involving the processing and recording of tithes and offerings and the processing and recording of church expenses.

Reports to:

Finance Director

Responsibilities:

- Assist with recording and posting contributions
- Maintain accurate donor records and assist in the preparation and distribution of contribution statements
- Assist with purchase requisitions for all expenditures, recording Accounts Payable, updating General Ledger, process and distribute checks
- Attend meetings when needed
- Any other miscellaneous duties assigned

Work Schedule:

Monday – Friday

15-20 hours/week

Part-time, Non-exempt