

## UNION CHAPEL M.B. CHURCH

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### **JOB DESCRIPTION ACCOUNTING CLERK**

**REPORT TO:** Church Administrator

**STATUS:** Part Time  
Non-Exempt

**POSITION PURPOSE:** To complete the necessary accounting clerical work for accurate accounting practices. Perform general office tasks like organizing and delivering documents, filing reports, updating records ordering supplies and communicating with members as needed

Requires some accounting knowledge of general accounting principles. Knowledgeable and/or a willingness to be trained on selected accounting software to reconcile statements, perform correct account coding and posting, balance invoices and receipts and other basic office work independently with minimum supervision.

Data Entry via the selected Accounting System and confirming the accuracy of accounting database information. Compiling and running reports as needed.

**SUPERVISION:** The position is under the overall supervision of the church administrator. Will be required to work with and be responsive to the trustees and deacons.

### **QUALIFICATIONS**

- Working and or in school pursuing an Associate or Bachelor degree in the field of Accounting or completed high school and have some work experience utilizing general accounting principles.
- Knowledge and experience with computers and ability to quickly learn accounting system software, along with all other office equipment.
- Must be flexible, with the ability to communicate effectively and deal with a wide variety of people in a variety of settings.
- Organizational skills, accuracy and ability to work independently
- Ability to maintain confidentiality of information.

### **CONFIDENTIALITY STATEMENT**

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal.