

Accounting Generalist
FLSA Status: Non-Exempt
Reports to Accounting Specialist
Grade II (\$12.10-\$18.70 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The Accounting Clerk supports accounting operations by processing weekly contributions, invoices for payment, and generating routine reports conforming to principles of accounting and regulatory requirements. The incumbent may be asked to perform other administrative duties on an as needed basis.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Processes weekly contributions (app. 20%)
 - Verifies contributions for entry
 - Scans checks & envelopes for entry into systems
 - Reviews, edits, matches contribution to households, and finalizes entries in contribution software.
 - Prepares cash deposits for pick up each week.
 - Assists with reviewing and mailing year-end tax statements to contributors
- Invoice payment (app 60%)
 - Codes invoices for payment
 - Schedules coded invoices for payment with banking establishment
 - Processes coded invoices for payment by check
 - Enters all debits from bank to financial software
 - Scans documents for electronic storage and files all documents
 - Uploads EFT payments
 - Processes monthly giving to missionaries including, verifying receipts from previous month, verifying missionaries for payment with missions department, reviewing and compiling documentation, data entry of special giving from contributions, and finalizing invoices for payment.
- Financial Reports (15%)
 - Runs weekly reports for accurate accounting of the childcare ministry
 - Runs monthly reports for NewSpring postage usage
 - Runs weekly contribution reports and verifies bank deposits
- Assists with administrative tasks as needed (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- High School diploma is required.
- Some college courses in Accounting preferred.

EXPERIENCE

- A minimum of 3-5 years' accounting and related administrative experience.

REQUIRED SKILLS

- Organizational and time management.
- Accuracy and report generation skills.
- Proficiency in MS Excel and accounting packages is essential.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, finger dexterity, and near vision.
- Must be able to lift 10-15 pounds.

WORKING CONDITIONS

- This position works primarily indoors.