

ABC Community Church

Job Title	Accounting Clerk
Position reports to:	Accounting Manager
Salary range:	\$XX,000 – \$XX,000
Employment status:	Full-Time/Nonexempt

Position Overview

Responsible for the accurate recordkeeping and reporting of information within the accounting office. This includes member contributions and accounts payable information.

Principal Accountabilities

- Takes responsibility for member contribution records and accounts payable function.
- Enters weekly contributions into database and makes weekly bank deposit.
- Keeps records of all purchasing invoices and enters invoices into database.
- Runs accounts payable checks and mails them weekly.
- Tracks bookstore credit card transactions and verifies all transactions on a monthly bank statement.
- Assists employees on researching vendor bills and payment information.
- Runs and mails year-end member contribution statements.
- Notifies accounting manager of issues related to member contributions and invoice payments.
- Performs other duties the accounting manager requests.