

JOB DESCRIPTION: ACCOUNTING CLERK

Department:	Finance and Administration
Reports To:	Corporate Controller
Recruited By:	Corporate Controller
Approved By:	Vice President of Finance and Administration
Organizational Unit:	Headquarters
Status:	Part-Time
Classification:	Non-Exempt

JOB SUMMARY

The Accounting Clerk is responsible for auditing, coding, and paying all Accounts Payable invoices. Providing these services in an effective and efficient manner will ensure vendors and suppliers are paid within established time limits. The Clerk is responsible for providing dual control over the mail process each business day. He/She will be responsible for maintaining all vendor and vehicle files. The clerk will also act as a support and backup to other members of the Finance and Administration team.

ESSENTIAL DUTIES AND FUNCTIONS

- Audit and pay invoices timely and accurately, including verifying coding on invoices and data entry of invoices into Accounts Payable system
- Prepare Accounts Payable check runs and reports
- Provide dual control for daily mail processing
- Resolve issues related to accounts payable invoices with vendors
- Maintains vendor files to include documentation of all Accounts Payable invoices
- Maintain 1099 vendor files and track 1099 activity
- Process invoice adjustments and voids
- Prepare monthly allocations of postage and prepaid accounts
- Audit expense reports and prepare journal entries related to the agency's accounts, cash management, deposits, and expense reporting
- Support finance & administration team members through performing research and/or compilation of records
- Maintain gift annuity contract files and payments
- Prepare and collect supporting documents for monthly closes, financial statement footnotes and external auditors
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- High School Diploma required
- 2 years direct experience in an Accounts Payable or similar position preferred
- Proficient in Microsoft Outlook, Excel and Word

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Presents him or herself outside the organization in a manner in keeping with the organization's core values and guiding principles, specifically as a Christ follower, has a passionate call to help children, is emotionally committed, is genuinely compassionate and has a humble willingness to serve
- Ability to maintain confidential employee, client and organization information
- Dependable, highly motivated self-starter
- Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Effective communication skills, both oral and written
- Ability to understand and follow oral and written instructions, meet deadlines and work independently and as part of a team
- Ability to build effective professional working relationships internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps and implementing
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- General knowledge of standard office practices and office equipment

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____