

## JOB DESCRIPTION: ACCOUNTING CLERK

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| <b>Department:</b>          | Finance and Administration                   |
| <b>Reports To:</b>          | Director of Accounting                       |
| <b>Recruited By:</b>        | Director of Accounting                       |
| <b>Approved By:</b>         | Vice President of Finance and Administration |
| <b>Organizational Unit:</b> | Headquarters                                 |
| <b>Status:</b>              | Full-Time                                    |
| <b>Classification:</b>      | Non-Exempt                                   |

### JOB SUMMARY

The Accounting Clerk prepares and processes GL entries including accounts receivables, expense reporting and miscellaneous corrections. He/she performs various audits to include but not be limited to expense reports, credit card invoicing and Orphan's Heart cash advances. The Clerk is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that organizational finances are accurate and up to date and that vendors and suppliers are paid within established time limits. The accounting clerk accurately maintains various financial records and documentation and acts as a support and backup to other members of the Finance and Administration team.

### ESSENTIAL DUTIES AND FUNCTIONS

1. Audit and pay accounts payable invoices timely and accurately, including:
  - a. Verifying coding on invoices
  - b. Data entry of invoices into A/P module
  - c. Printing checks and running reports
2. Resolve issues related to accounts payable invoices with vendors.
3. Collect, analyze, and record information for allocation of costs to operating facilities.
4. Audit expense reports and prepare journal entries related to the agency's accounts, cash management, deposits and expense reporting.
5. Maintains account files to include documentation of all GL entries, expense reports and accounts payable invoices.
6. Under the guidance of the Corporate Controller prepare and collect supporting documents for monthly closes, financial statement footnotes and external auditors.
7. Under the guidance of the Corporate Controller facilitate processing and distribution of annual 1099's
8. Maintain and conduct all matters in a highly confidential manner.
9. Practice proactive and effective identification and resolution of problems.
10. Practice behaviors that support team work and camaraderie while working in a sometimes fast paced changing environment.
11. Support finance team members and provide dual control for daily mail processing.
12. Prepare payments for benefit plans as needed and after invoices have been audited by HR personnel (insurance, annuity, life, etc.)
13. Prepare various reports as required on a monthly, quarterly and annual basis.
14. Maintain gift annuity contract files. Coordinate annuity payments with GFA Financial Group monthly and quarterly.
15. Track 1099 vendor activity.

16. Process invoice adjustments and voids.
17. Flag payments for fixed assets.
18. Perform other duties as assigned by the Corporate Controller.

#### MINIMUM QUALIFICATIONS

Associate's Degree required; courses in accounting preferred

2 years direct experience in an Accounts Payable or similar position preferred

Ability to learn accounts payable functions and new computer programs

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel.
- Mathematical abilities including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to develop intermediate mathematical formulas in Excel spreadsheets.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- 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. Ability to lift up to 30 pounds; boxes, documents, and or computer 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: \_\_\_\_\_