



Title: Financial Clerk
Reporting Structure: Office Manager
Employment Status: Part Time, Hourly

Job Description:

The role of Financial Clerk exists to support the Office Manager in the day to day organization and processes of nineteen:ten church, with an emphasis on financial functions.

Essential Duties/Responsibilities

- Count and reconcile cash boxes weekly
- Batch online giving weekly
- Prepare, enter and reconcile staff credit cards monthly
- Organize and enter vendor payables in accounting system
- Interface with vendors as necessary on behalf of church
- Maintain confidentiality of all records and personal data of church family
- Attend staff meetings/events as requested
- Other duties as assigned

Required Competencies:

- Proven knowledge of records management procedures
- Ability to operate various spreadsheets and database programs
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal or written format
- Detail oriented
- Proven knowledge of QuickBooks

Personal/Spiritual Characteristics:

- Is a consistent witness for Jesus Christ
- Reflects a courteous Christ-like attitude in communicating with people within and outside of nineteen:ten church
- Ability to accept constructive criticism and offer valuable feedback in a godly manner
- Is a member at nineteen:ten church
- Demonstrates a personal relationship with Jesus Christ