

Ascension Lutheran Church
Position Description Fall 2020

Position Title: Accounting Clerk

Reports to: Finance Manager

Summary:

This is a part-time (10 hours per week) regular non-exempt position. This position will work closely with the Church Finance Team on the accounting operations and reporting for the Church and Foundation.

Duties and Responsibilities:

Payables

- Processing and payment of all bills; (Purchase requisitions, purchase orders, contractual obligations, petty cash, credit cards and open vendor accounts)
- Verify accuracy of check requests and invoices
- Prepare and disburse checks
- Maintain records including check copies, original support and relevant computer-generated reports
- Process recurring payments, e.g. mortgage, insurance, benevolence, etc.
- Prepare and mail annual 1099 forms
- Prepare monthly check requests for outgoing benevolence received from offerings
- Track and submit use tax on an annual basis

Journal Entries

- Record journal entries related to accounts payable and cash disbursements
- Record congregational benevolence activity
- Process miscellaneous cash receipts (non-contributions)
- Manage transfers from other distribution sources (Currently PayPal)
- Record Thrivent Choice entries
- Reconcile credit card activity fees (Currently Heartland and Vanco)
- Allocation or postage, insurance, Worker's Compensation, maintenance to TK-6 School, ECC, and Foundation
- Record and reconcile receipts from fundraisers of various ministry teams

Other duties as assigned

Qualifications:

- Experience in accounting or bookkeeping
- Basic understanding of accounting practices and internal controls
- Strong attention to detail with a high degree of accuracy
- Good working knowledge of Excel

- Shelby Systems church management software a plus
- Active, demonstrated faith

Work Environment:

This position will function in a typical office environment, utilizing a personal computer, telephone, and other normal office equipment to perform the necessary job duties.

To Apply:

Please send your resume to info@alcto.org