

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Accounting Clerk

Responsible to: Assistant CFO

General Job Description

To assist the Assistant CFO with various tasks

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Office administrative experience preferred but not required

Responsibilities

- To file bills and receipts once data entry is complete
- To enter any payables as directed by Assistant CFO once paid at the bank
- To count the offering each week, fill out deposit forms and drop off at the bank along with any misc. deposits that have come in
- To be the point of contact for any questions regarding the online giving site and help people acquire access to their profiles
- Send out year-end giving statements
- To reconcile credit card accounts that receipts have been turned in for and then code them correctly, also track down missing receipts
- To run background checks as directed by the Assistant CFO and when ministry leaders request them
- Additional accounting-related tasks that may be deemed necessary
- Serve as Cell Phone Administrator for staff who have company phones.
 - Assist with ordering new phones
 - Assist users with cell phone administrative issues