



COMMUNITY
PRESBYTERIAN CHURCH

JOB DESCRIPTION

Title/Position: Accounting Clerk
Department: Accounting
Team Leader: Patti Kerrigan

General Description

The Accounting Clerk works in with a small team that is responsible for all financial activities supporting CPC related organizations (the church, two schools, counseling center and PMC Foundation). The Accounting Clerk needs to be a self-starter with strong communication skills. They need to work with accuracy and be able to analyze the activity to ensure there are appropriate approvals. Strong work experience in Accounts Payable and General Ledger skills is critical as well as be able to draft letters and audit and process credit card bills.

Specific Responsibilities

- Accounting
 - Process A/P for 3 entities
 - Point of contact for A/P resolutions
 - Process Midweek Deposits and weekly contributions
 - Reconcile online payments
 - General Ledger Entries
 - Reconcile and post Company Credit Card Billings
 - Reconciliation of G/L Accounts
 - Cash Handling
 - Audit & process credit card bills
 - Match invoices to checks, obtain signatures for checks and distribute checks
- Administrative
 - Filing
 - Office Purchasing
 - Draft Letters
 - Review all invoices for appropriate documentation and approval prior to payment



COMMUNITY
PRESBYTERIAN **CHURCH**

Qualifications

- Working experience in accounting
- A.A. or Bachelor degree preferred
- Excel, Word, Quick books, and Adding Machine by touch required
- Problem solving – data collecting, analyzing, recommending skills
- Influencing – listening, hearing, and communicating skills
- Self-starter with excellent communication skills
- Work well in a small working environment

Terms of Employment

- 40 hours/week
- Salary range TBD
- Benefits: Medical, dental, vision, vacation, paid holidays, retirement program, short and long-term disability