



Position Title:	Accounting Clerk	Supervisor:	Accounting Director
Department/Group:	Accounting/ Operations Team	Hourly / Salary	Hourly
Hours/week:	20	Typical Schedule:	Monday-Thursday (hrs TBD)

Primary Purpose of Position	Assist in the accounting functions of processing cash receipts and accounts payable.
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Essential Functions:

- Cash & Receipts Processing**
- Assist with weekly offering count as needed.
 - Prepare weekly offering estimates to be distributed to the leadership team.
 - Enter offerings to individual donor records in Shelby. Includes funds received in service offerings and given through other avenues such as online and text.
 - Post cash receipts for miscellaneous income received from the coffee shop.
 - Prepare cash bags & deliver to the bank.
 - Prepare and mail annual contribution statements.
- Accounts Payable**
- Enter invoices, check requests, and credit card transactions into the accounting system, verifying that expense coding is correct and proper approvals have been received.
 - Prepare weekly check runs and issue rush checks as needed.
 - Maintain W9 paperwork for vendors, as needed, and prepare annual 1099 forms according to IRS guidelines.
 - Maintain petty cash fund, including balancing and replenishing on a regular basis.
 - Other Duties as assigned.

Job Requirements:

- Preferred Skills, Qualifications, and Education:**
- Computer literacy with an ability to work with spreadsheets, documents and email.
 - Proficiency with Microsoft Office programs. (Word & Excel)
 - Proficiency with a 10-key
 - Good interpersonal skills along with sound judgment, integrity, and discretion.
 - A self-starter with a sense of team involvement, yet not afraid of monotony.
 - Ability to problem solve.
 - Exceptional organizational skills with an ability to meet deadlines while handling interruptions with grace.

- Ability to learn Shelby accounting software.
- Strong conceptual knowledge of general accounting.
- Prefer at least 2 years of prior accounting experience.

Necessary for the position:

- Your first and primary responsibility is to cultivate your own spiritual formation.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EHCF employee handbook.
- An active member of EHCF or become a member within 1 year of hire.
- Maintain discretion and integrity in the handling of all assets and records.
- Self-motivated to study and improve knowledge and skills in areas of responsibility as needed.
- Flexibility and adaptability to respond to the evolving needs of the EH ministry and the church community.
- Proficiency in basic computer applications and willingness to learn new software or systems as needed.
- High School Diploma or equivalent.

PHYSICAL DEMANDS:

- Walking and/or sitting for up to eight hours daily, lifting up to 25 pounds, able to carry objects up and down stairs, office equipment operations.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	