



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

ACCOUNTING CLERK

REPORTS TO: Accounting Manager

SUMMARY

The Accounting Clerk has the responsibility of providing professional administrative and bookkeeping support within the Business Department of the organization. The Accounting Clerk plays an important role in supporting the accurate and efficient management of business processes.

ESSENTIAL FUNCTIONS

Accounting

- Maintain accurate donor records in accordance with federal relation and ECFA standards and best practices including expenses and posting donations.
- Sort through daily mail.
- Accounts receivable duties such as processing incoming donations into our donor database, creating bank deposit slips and going on bank runs.
- Assist with accounts payable.
- Assist with the training and oversight of volunteers for special event related finance activity.
- Quality control oversight for donor database entries.
- Perform monthly donor database cleanups to ensure the accuracy of donor accounts.
- Purchase request process oversight

Administrative

- Maintain and order office supplies.
- Prepare and process mailers for various donor and partner letters including weekly donor Thank You cards, monthly pledge invoices, and quarterly donor receipts.
- Board and Staff anniversary recognitions.
- Update board and staff roster and distribute to board and staff.
- Manage email signatures of staff and group contact labels for management.
- Create donor reports for the Development Director and Accounting Manager as requested to support organizational activities.
- Monitor and maintain office equipment including copiers and telephones.
- Organize and maintain physical and digital files and department drives.
- Manage laptop check in/out procedures.
- Vehicle maintenance/registration oversight.

EDUCATION AND EXPERIENCE

- Associates degree in Accounting or related field from a two-year college or university; plus 2-4 years of experience; or equivalent combination of education and experience.

- Ministry experience beneficial
- Experience with Bloomerang or equivalent CRM management system.
- Ability to write reports, business correspondence and procedure manuals.
- Computer skill requirements include: intermediate/advanced MS Word, MS Excel, and QuickBooks.
- Familiar with standard concepts, practices, and procedures within non-profit.
- Community involvement a plus.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN's mission.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Excellent written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve goals and meet deadlines in a fast paced environment
- All employees are expected to participate in fundraising and volunteer recruitment activities.

PHYSICAL DEMANDS

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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must lift and/or move weights not exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise

level in the work environment is usually moderate.

FULL TIME / NON-EXEMPT

POSITION: Accounting Clerk

DEPARTMENT: Business Department

REPORTS TO: Accounting Manager

STATUS: Full Time/ Non-Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:30AM to 5:00PM
