

First Presbyterian Church
Evanston, IL
October 2020

ACCOUNTING CLERK

Employment status: Non-exempt, 20 hrs./wk.

ACCOUNTABLE TO:

The Accounting Clerk shall report directly to the Business Manager.

PURPOSE:

To serve the church by assisting the Business Manager by processing all accounts payable, accounts receivable and other Business Office clerical functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Accounts Payable
 - Review all check requests and expense reports for accuracy.
 - Enter all invoices and allocation of credit card & business expense reports to financial software.
 - Print checks, distribute checks and file documentation of same.
2. Accounts Receivable
 - Review and process all offerings, cash donations and miscellaneous revenue.
 - Enter all donations/fee revenue to financial software.
 - Prepare deposits
 - File documentation
3. Maintain audit schedules, input pledges in financial software, filing, and other projects as needed by Business Manager.

HOURS AND AVAILABILITY:

The Accounting Clerk will work 20 hours per week.

QUALIFICATIONS:

- 2-year Associates degree or Bachelors degree preferred
- Strong working knowledge of Microsoft Office with an emphasis on MS Excel required
- Experience in accounts payable/accounts receivable required
- Experience with data entry/financial software or ability to learn same (ACS REALM)
- Self-starter, detail oriented and organized
- Good written and verbal communication skills

REVIEW OF PERFORMANCE AND COMPENSATION:

An annual written review of performance will be conducted by the Business Manager in conjunction with the Personnel Ministry Council. An annual review of compensation will be conducted by the Personnel Ministry Council.

For questions or to apply, please attach your resume to: jdobschuetz@firstpresevanston.org with the job title in the subject line.