



Community of Christ

Central USA Mission Center Position Description

Date	April 15, 2022
Title	Accounting Clerk, part time
Education Requirements	High School or GED
Experience Required/Desired	1 to 3 years data entry
Immediate Supervisor	Central Mission Center Financial Officer
Employment Status	<input type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input checked="" type="checkbox"/> Part Time (under 20 hours per week) List hours per week: 15-19
Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	Central USA Mission Center Community of Christ is looking for a talented, motivated, and detail-oriented individual to be responsible for data entry, filing, preparation of deposits, coding/preparation of invoices for A/P checking printing and distribution, preparing various journal entries for Central Mission Center and its affiliates, and copying weekly congregational bulletins and inserts. We serve 32 congregations, one campground, one RV Park, a youth sports program, and multiple facilities.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none">1. DATA ENTRY: contributions, payables, congregational & affiliate weekly reports, journals, etc.2. FILING: manage previous and current year's filing including shredding according to retention schedule, A/P invoices and check stubs, congregational weekly reports, etc.3. DEPOSITS: receive weekly offerings from various congregations, as well as from other sources, and prepare deposits.4. A/P PROCESS: manually code A/P prior to data entry, data entry, prepare checks for distribution and mailing.5. JOURNAL ENTRIES: prepare and enter JEs for various areas.6. ACT AS BACKUP: for other office functions, as assigned.7. COPYING: Copy weekly congregational bulletins and inserts, as needed.

<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<ol style="list-style-type: none"> 1. Intermediate computer skills utilizing MS Office products and the ability to learn new computer software programs. 2. Excellent organizational, and verbal and written communication skills 3. Ability to work with multiple people and projects and priorities 4. Proven ability to maintain confidentiality regarding sensitive information 5. Follow policies and procedures of the church and regulatory groups with the goal of full compliance in all activities. 6. Excellent interpersonal skills and ability to interact with both internal and external audiences. 7. Accurate attention to detail 8. Previous accounting experience preferred 9. Maintain regular, reliable, and consistent attendance 10. Responsible for all other duties that may be assigned.
<p>Supervisory Responsibility</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p>Registered Youth Worker and Anti-Harassment Training</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register, and to complete anti-harassment training, within 30 days of hire date</p>
<p>Ministerial Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt</p>