

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Accounting/Database Clerk
2. **Classification** Support Staff
3. **Supervisor** Director of Financial Services
4. **Responsibilities**

a. Overall purpose of position

Ensure accurate and timely accounting records for receipts and/or disbursements for the annual conference, including the performance of a variety of complex clerical, bookkeeping, and accounting tasks; the application of accepted procedures to the preparation and maintenance of accounting and other records; and the preparation of financial, statistical, and/or technical reports.

b. Essential Functions

- 1) Provides verification necessary to ensure all requests for payment are documented in accordance with financial policies and payments are made timely
- 2) Issues payments on a regular basis in accordance with schedule set by controller and maintains file of paid invoices
- 3) Implements payroll procedures, including wage documentation, timecard and payroll processing with payroll vendor
- 4) Assists controller with general ledger and subsidiary ledger maintenance, reoccurring journal entries and payments
- 5) Processes and verifies necessary to ensure accurate daily recording of receipts to lockbox
- 6) Prepares, delivers and records daily bank deposits when applicable
- 7) Assists with research of financial information as needed
- 8) Provides analysis of available funds at management's request
- 9) Maintains file of remittance documentation and assists with monthly giving reporting to local churches
- 10) Assists with database maintenance and procedure documentation
- 11) Assists with data reporting as requested by database administrator

c. Occasional Functions

- 1) Assists with audit document retrieval as needed
- 2) Attends denominational or industry training events as deemed necessary by supervisor

d. Supervision of staff/volunteers (if any)

(none)

e. Workplace requirements

- 1) Office space at conference center
- 2) Computer with networking capabilities
- 3) Services of an administrative assistant

f. Budget Accountability

- 1) Assists controller in management of financial services budget
- 2) Assists director of financial services with general oversight of conference and district budgets

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Five years experience in bookkeeping and/or data entry using a database
- d. Experience with not-for-profit organization
- e. Ability to prepare basic bank account reconciliations
- f. Strong communication skills: writing, speaking, and correspondence
- g. Relational skills that inspire trust from others
- h. Proficient computing skills – Microsoft Office Suite, Excel, Access