

First Presbyterian Church of Port Angeles

Job Description: Finance Clerk

QUALIFICATIONS:

Basic computer skills in using spreadsheets, Excel, downloading documents

Basic bookkeeping skills such as reconciling, data entry, General Ledger work

DUTIES:

Prepare checks for signatures

Maintain the Check Register and Bill Pay Register

For Approved Vendors, manage Bill Pay, online Account Debits, and automated payments

Organize financial documents for archiving, including scanning, saving PDFs, creating files; scanning documents as necessary

Produce timely reports monthly

Identify General Ledger accounts on all expenditures in accordance with budget

Review Credit Card transactions, assign General Ledger accounts, organize documents for archiving

Organize receipts for scanning, and online documents (statements, billings, invoices, receipts) for archiving

Produce timely reports

Identify General Ledger accounts on all expenditures

Review Credit Card transactions, organize documentation for archiving, assign General Ledger accounts

RELATIONSHIPS

Reports to the Treasurer and is accountable to the Stewardship Committee and Head of Staff

OTHER

Maintain confidentiality

Work cooperatively with church staff, officers, and members

Willingness to learn new skills

Other duties as assigned

TIME COMMITMENT:

10-20 hours a month.

Computer use is required.

Approved September 2021