



Christ Church Episcopal

5000 Pouncey Tract Road ▪ Glen Allen, VA 23059 ▪ 804-364-0394
www.christchurchrichmond.com

Job Title: Accounting Clerk
Job Reports To: Director of Parish Operations
Employment Classification: Part time, non-exempt
Hours worked per week: 10-16 or as needed

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Accounting Clerk's main function is to assist the Director of Parish operation in posting and processing the detail financial transactions of the church. Specific duties include:

- Retrieving, opening, and distributing daily mail to the church house
- Copy and prepare deposits for all check received in mail
- Assist DPO in opening safe, counting the offertory, copying the checks and preparing deposits
- Take deposits to bank as necessary
- Collect and match receipts to credit cards bills and other invoices as appropriate
- Prepare invoices for payment and enter into ACS accounts payable module
- Post checks to the ACS contributions module
- Maintain petty cash and function as Petty Cashier
- Prepare and mail quarterly contribution statements for the congregation from ACS Contributions module
- Run monthly reports for Ministry teams and email them per distribution
- Write acknowledgements for memorials contributions
- Order office supplies as necessary for Church House staff
- Assist in filing financial documents
- Answer phones as necessary
- Other duties as directed by DPO

QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

- Ability to use of accounting software for accurate and timely posting of financial transactions and reports
- Ability to use all Microsoft Office software
- Ability to communicate effectively to other staff members and parishioners
- Ability to maintain absolute confidentiality regarding privileged staff and parish member financial information
- Minimum high school education

PHYSICAL DEMANDS / OTHER REQUIREMENTS:

None

SALARY RANGE

\$10-15/Hour

If interested please submit resume to Kathy Nunn at k.nunn@christchurchrichmond.com

