

JOB POSTING: RECORDS SPECIALIST

Purpose of position: To provide financial record-keeping support for the church

Reports to: Director of Operations

Relates closely with: the ministry staff, the operational staff and the Church Treasurer

PRIMARY RESPONSIBILITIES

- Maintain church financial records according to generally accepted accounting procedures.
- Maintain church contribution records.
- Prepare checks for the Church Treasurer's signature, based on properly-executed vouchers.
- Produce timely financial reports for appropriate ministry leaders and the congregation.

OTHER RESPONSIBILITIES

- Assist Administrative Assistants as required.
- Work with staff toward facilitation of paperwork and records for all transactions
- Other duties as assigned

PRIMARY STRENGTHS/TALENTS REQUIRED

- Assist Commitment to personal spiritual growth
- Gifts of administration/help/service
- Ability and desire to serve the needs of the church ministry
- Ability to interact with others in a positive, helpful manner
- Strong understanding of accounting/bookkeeping procedures
- Ability to problem solve and multi-task
- Typing and computer skills

POSITION PARAMETERS

- This is a paid, part-time staff position.
- A normal work week shall consist of 28 hours, but more time may be required according to the needs of the ministry. Hours are flexible.
- Benefits per General Policy for Ministry Staff