



## **Texas District Church Extension Fund**

### **Job Description/Ministry Role**

<b>Position Title:</b>	<b>Financial Clerk</b>
<b>Hours:</b>	40 Hours Weekly
<b>Salary:</b>	
<b>Review Process:</b>	Role and Performance Review Conducted Annually

#### **A. ROLE DESCRIPTION/SUMMARY**

**1. Summary of the broad purpose of the position and its responsibilities/duties**

Provides administrative and financial support to ensure efficient operations of the organization

**2. Reporting / Working Relationships**

Reports to Texas District Church Extension Fund Financial Controller.

**3. Statement of Key Outcomes/Activities**

- Assists loan and accounting team
- Processes loan payments and disbursements in the data processing system
- Prepares cash receipt and loan payment batches in the data processing system
- Assists accounting team with data entry
- Assists with loan correspondence as requested
- Compiles data and prepares reports as directed
- Prepares Board reports and documents as requested
- Provides backup assistance to administration clerk
- Assists with daily ACH processing
- Oversees Unclaimed property
- Assists in budget/projections data entry
- Embraces other duties as assigned

#### **B. ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCE**

- Heart for Ministry
- Commitment and loyalty to the vision, mission, and goals of the Texas District Church Extension Fund
- Operates with integrity at all times
- Attention to detail, follow-up, and organization
- Strong computer skills, especially data entry
- Proficient in Microsoft Excel and Word
- A good level of communication and interpersonal skills, including the ability to work as a part of a team-oriented working environment
- Excellent attention to detail
- Ability to prioritize and work independently
- Ability to adapt work practices to meet changing circumstances
- Three years experience in financial and or bookkeeping position