



SYNOD OF THE NORTHEAST PRESBYTERIAN CHURCH (U.S.A.)

POSITION DESCRIPTION

TITLE: Finance Clerk

PURPOSE:

- To serve as Finance Clerk to the Manager of Finance, manage the payments and repayments of the Wurffel/Sills Scholarship and Interest-Free Student Loan Program, serve as backup Synod Receptionist, and support other staff as directed by the Synod Leader.

ACCOUNTABILITY:

- The Finance Clerk is accountable to the Manager of Finance and the Synod Leader.

RESPONSIBILITIES:

- Serve as a member of the Core Staff Team of the Synod.
- Work with the Manager of Finance and other projects assigned by the Synod Leader.
- Supports the Manager of Finance in the administration of the Wurffel/Sills Scholarship and Interest-Free Student Loan Program by making payments and keeping in correspondence with repayments, current and past recipients, keeping records of repayments.
- Serve as backup receptionist and respond to questions raised by phone and email regarding dates, services, Synod programs, policies and other calendar items. Refer to appropriate staff person or Synod community as needed.
- Process, letters, memos, and other finance-related documents for the Manager of Finance.
- Receive, distribute, scan Synod mail for all staff.

RELATIONSHIPS:

- While working primarily on behalf of the Manager of Finance, the Finance Clerk will work in collaboration with other staff to fulfill the needs of the Synod.

QUALIFICATIONS:

- Previous secretarial experience preferred in governing body, social service agencies, including experience in financial procedures and bookkeeping.
- Skills in verbal and written communication, including Windows-based computer operations, spreadsheets, and working knowledge of office practices and procedures.
- Initiative, good judgment, and the ability to assume support responsibilities both independent of and in cooperation with all members of the staff.
- Willingness to obtain a working knowledge of the Presbyterian Church (U.S.A.) but not required to be a member of the denomination.
- Ability to foster a multi-cultural and multi-racial environment and in working with people in diverse settings (urban, suburban, rural culture).

EVALUATION:

- The Finance Clerk will be evaluated in accordance with the Personnel Policies and Practices of the Synod including probationary, annual, and comprehensive reviews.

TERMS OF EMPLOYMENT:

- The Finance Clerk is a part-time (15 hrs. week) non-exempt position and is subject to satisfactory performance reviews. The applicant must live in the Syracuse, NY area. In accordance with New York State Law, this position is an “at will” employment.