



**LAURELGLEN BIBLE CHURCH**  
**FINANCE CLERK JOB DESCRIPTION**  
**October 2017**

Reports to: Office Coordinator

Employment Status: Part-time, hourly non-exempt

Schedule: 20 hours per week; Monday 8am-1pm, Tuesday-Thursday 9am-2pm  
with flexibility

**SUMMARY**

The Finance Clerk's primary responsibilities include general ledger journal entries, account reconciliations, and data entry of payroll. This position assists LBC's staff and congregants in adhering to the financial policies and procedures established by the church family, Stewardship Commission, Board of Elders and/or pastors.

**QUALIFICATIONS**

- Ability to apply discretion and trust with confidential material
- Advanced Microsoft Excel and Word skills
- Two or more years of bookkeeping and payroll experience
- Previous experience in accounting and QuickBooks or related programs
- Attention to detail and ability to maintain a high level of accuracy in handling financial data
- Ability to effectively apply analytical and problem-solving skills
- Ability to work independently with little supervision
- Ability to organize and prioritize effectively
- Effective written and verbal communication skills
- Commitment to positive attitude and godly lifestyle
- Ability to adapt and work well in a busy workplace with deadline pressures

## **POSITION RESPONSIBILITIES AND EXPECTATIONS**

- Assist with check writing
- Maintain records according to generally accepted accounting principles, including the recordation of general journal entries, accounts payable, and accounts receivable
- Reconcile general ledger balance sheet accounts and resolve discrepancies
- Establish and maintain confidential financial files
- Assist with the preparation of weekly and monthly financial statements
- Reconcile bank and credit card statements
- Assist with year-end contribution reporting
- Assist LBC's Treasurer in verifying that all transactions comply with financial policies and procedures
- Assist with year-end 1099 and W-2 reports
- Perform other duties as assigned

## **PERSONAL RESPONSIBILITIES AND EXPECTATIONS**

- As specified in Laurel Glen's Covenant of Conduct, all staff members are expected to show respect, patience, and kindness in all interactions with coworkers, church members, outside vendors, contractors, and visitors.
- Work diligently to improve any job performance issues found in need of improvement during the annual performance evaluation process