

SUPPORT AND DEVELOPMENT ACCOUNTING CLERK

REPORTS TO: ACCOUNTING MANAGER
RELATES CLOSELY WITH: FINANCE DEPARTMENT

The Accounting Clerk is a part-time position (24-30 hours/week), supports the general operation of the Finance Department by performing a variety of tasks primarily including accounts payable processing and posting of deposits. The Accounting Clerk will assist with other accounting functions as needed.

QUALIFICATIONS / CHARACTERISTICS

- Personally following Jesus and pursuing spiritual formation
- Understand and embrace Flatirons vision and values
- Prior experience in accounting required; minimum of 1 year accounts payable experience
- Proficient in Excel
- Good knowledge of accounting principals
- Great communication and problem-solving skills
- High level of attention to detail and accuracy
- Ability to adapt to changes in work environment
- Ability to maintain confidentiality

PRIMARY RESPONSIBILITIES

- Review all invoices for appropriate documentation and approval prior to payment
- Enter all accounts payable invoices
- Distribute signed checks as required
- Track and record all ACH payments
- Answer all vendor inquiries and track all vendor statements
- Post daily online giving batches
- Assist donors with giving statements and other giving related questions
- Review checking account for miscellaneous deposits, record and post
- Track fundraising and prepare reports as required
- Maintain all accounting and giving files
- Audit ministry expense reports with necessary follow-up
- Other duties as assigned or necessary