

**Greenford Christian Church**  
Job Description

**Job Title:** Accounts Receivable Clerk  
**Department:** Administrative & Operations  
**Reports To:** Executive Minister of Finance & Building Operations  
**FLSA Status:** Non-Exempt (Part-time)  
**Approved By:** Executive Minister of Finance & Building Operations  
**Approved Date:** 4/4/2025

**Summary**

Records payments to accounts and maintains accounts receivable records by performing the following duties.

**Essential Duties and Responsibilities** include the following. *Other duties may be assigned.*

**DAILY:**

- FNB Website: Review bank account activity to view transactions; list all deposits posted (online giving and form payments) to help when balancing bank statement
- CCB Website: Pull online gifts and form payment for each campus; post form payments in Sage after they post on FNB online account and post on spreadsheet; CCB online gifts post automatically to individual's profile, keep in file
- Emails: Print the daily online giving batch results
- Check lock box in building C workroom for miscellaneous deposits
- Check workroom mailbox

**WEEKLY:**

- Oversee counting teams – counting offerings from all campuses
- Sunday offerings – pull paperwork and bags out of building D safe on Monday
- Process miscellaneous deposits paperwork, write deposit slip, post in Sage
- Tuesdays – pull online giving reports, balance total to weekly batch sheets, split donations between campuses, write offering sheets
- Verify weekly offering sheets by looking through envelopes to make sure they didn't miss a Center, Building, etc. donation, do breakdown of offerings (GENERAL, BUILDING, CM, MISSION)
- Post offerings in Sage
- Deposits to bank
- Reports – total sheet for all donations/attendance, giving analysis, monthly stats, facts & figures
- Send letter to Qualified Charitable Donors (IRA Donations)
- Attend Monday morning "stand-up" meeting

**MONTHLY:**

- After last day of month, pull report showing FNB sweep account monthly interest at [www.depositorcontrol.com](http://www.depositorcontrol.com) @ post in Sage
- Post Stifel increase/decrease in stocks in Sage then record on spreadsheet in Teams
- List of donations to the Center, spreadsheet form is in Teams
- Mission transfers (general ledger transactions in Mission campus)
- Copy machine \$100 transfer (post middle of the month on GR offering sheet)
- Attend monthly staff meeting

**YEARLY:**

- January – Process giving statements and send to individuals
- October – Order offering envelopes from Church Budget
- Mid-December – Print labels for offering envelope boxes to mail (Front Office Admin assists with this)

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

**Other Skills and Abilities**

- Proficient in basic computer skills and programs (Microsoft Office - Word, Excel, Outlook)
- Budgeting and tracking expenses and receipts
- Proficient in use of calculator, printers and copiers
- Ability to use Zoom and other communication programs
- Experience/knowledge using Sage Accounting, CCB, American Church Online Giving
- Typing, design forms, problem solving, confidentiality, focused, able to multi-task, patience, math skills, communication skills, balance bank statements, bookkeeping skills, understand financial reports

**Other Qualifications**

- Possess a strong Christian character
- Demonstrate strong leadership abilities capable of building teams and executing strategies
- Strong communication skills (written, verbal and interpersonal)
- Must be flexible, hardworking, self-motivated, reliable and fun
- Must love God, love people and be passionate about the mission of GCC
- Capable of accomplishing tasks with little to no supervision
- Capable of working independently or as part of a team
- Must be a good listener, teachable and have a strong desire to serve others

**Certificates, Licenses, Registrations**

- Valid Driver's License

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management - Communicates changes and progress.

Customer Service - Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

Judgement - Displays willingness to make decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.