



<b>Position Title:</b>	Accounting Clerk	<b>Supervisor:</b>	Accounting Director
<b>Department/Group:</b>	210	<b>Hourly / Salary:</b>	Hourly
<b>Hours/week:</b>	28 hours	<b>Typical Schedule:</b>	Monday-Thursday (hrs TBD)

<b>Primary Purpose of Position</b>	Assist in the accounting functions of processing cash receipts and accounts payable in accordance with GAAP. Maintain discretion and integrity in the handling of all assets and records.
------------------------------------	---

**Essential Functions:**

- Count weekly offerings and prepare deposits for delivery to the bank.
- Prepare offering estimates to be distributed to the leadership team.
- Post contributions and other income to the accounting system.
- Enter offerings to individual donor records in Shelby. Includes funds received in service offerings and given through other avenues such as online giving and text.
- Send letters to new givers and update the master list.
- Post cash receipts for miscellaneous income (i.e. coffee shop, merch, etc...)
- Enter expenses (invoices, check requests, reimbursements, card transactions, etc) into the accounting system, verifying that account coding is correct and proper approvals have been received.
- Prepare a weekly check run and issue rush checks as needed.
- Maintain W-9 paperwork for vendors as needed and prepare annual 1099 forms according to IRS guidelines.
- Maintain the petty cash fund, including balancing and replenishing on a regular basis.
- Prepare and email/mail annual contribution statements.
- Scanning A/P and other accounting documents into an archive system.
- Other duties as assigned.

**Job Requirements:**

- Your first and primary responsibility is to cultivate your own spiritual formation.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EHCF employee handbook.
- An active member of EHCF or become a member within 1 year of hire.

- Effective Management & leadership skills, displaying emotional health.
- Proven Team Builder
- Self-motivated to study and improve knowledge and skills in areas of responsibility as needed.
- Flexibility and adaptability to respond to the evolving needs of the EH ministry and the church community.
- Proficiency in basic computer applications and willingness to learn new software or systems as needed.

**PREFERRED SKILLS, QUALIFICATIONS AND EDUCATION:**

- High School Diploma or equivalent.
- Familiarity with fund accounting.
- Computer literacy with an ability to work with spreadsheets, documents and email.
- Proficiency with Microsoft Office programs. (Word & Excel)
- Proficiency with a 10-key
- Good interpersonal skills. A sense of good judgment, integrity and discretion.
- A self-starter with a sense of team involvement, yet not afraid of monotony.
- Creative Problem solving.
- Exceptional organizational skills with an ability to meet deadlines while handling many interruptions with grace.
- Ability to learn Shelby accounting software
- Strong conceptual knowledge of accounting in general.
- Ability to triage needs according to priorities.

**PHYSICAL DEMANDS:**

- Walking and/or sitting for up to eight hours daily, lifting up to 25 pounds, able to carry objects up and down stairs, office equipment operations.

*\*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 to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Andrew Hayworth	Date:	3/9/26