

POSITION: **FINANCE CLERK**

Status: Part-time, hourly position (15-20 hours per week)

Reports to: Director of Finance

Work Location: On site at MPC with possibility of teleworking one (1) day per week.

Required in office: **Monday 9am-2pm, Wednesday & Friday 9am-12pm**

Pay Range: \$22-26 per hour, based on experience and qualifications.

ABOUT US

At McLean Presbyterian we exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Finance Clerk serves under the guidance and direction of the Director of Finance to ensure proper documentation of financial transactions and timely processing of payables and receivables.

ROLES AND RESPONSIBILITIES

- Process contributions (cash, checks and online) on a weekly basis and take deposits to the bank
- Receive requests for payables from staff members, volunteers and vendors and issue payments (electronically or via check), make corresponding accounting entries and file supporting documentation
- Receive and process incoming finance mail daily
- Review and reconcile staff credit card transactions monthly
- Create monthly financial reports and distribute to various staff members and volunteers
- Assist Director of Finance with other projects on an as needed basis
- 1099 Distribution - January
- Budget Planning - February
- Annual Audit - August/September
- Year End Contributions - December
(must be available to work the week between Christmas and New Years)

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ.
 - Exemplary life as delineated in 1 Timothy 3 and Titus 1.
 - Passionate about the vision and grace-driven philosophy of MPC.
 - A commitment to Christ's Church as demonstrated by membership in a local church.
 - Integrity - Able and willing to always do the healthy thing for the honor of God.
 - Strong Work Ethic - Rises to the occasion, does what is needed to accomplish the task at hand. Also maintains healthy boundaries, knowing when to rest and take time off.
 - Servant's Heart - Walks in humility to serve those around them and do what is best for the organization.
 - Highly organized and detail oriented.
 - Excellent written and oral communication skills.
 - Trustworthy - Can maintain confidentiality with sensitive information.
 - Efficiency - Ability to multi-task and still work with speed and accuracy.
 - Strong software knowledge/experience to include MS Excel, MS Word, Adobe. Quickbooks knowledge is preferable but can be taught if candidate does not have prior experience.
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TO APPLY

Interested applicants should submit the following items to Jennifer Graham, the Director of Finance, via email (jgraham@mcleanpres.org) as attached documents. PDF file types are preferred.

1. Cover Letter
2. Resume