

ACCOUNTING CLERK – Church of the Nazarene Foundation

17001 Prairie Star Pkwy, Ste. 200, Lenexa, KS 66220

HumanResources@NazareneFoundation.org

Reports To: Director of Finance
FLSA Status: Hourly – Non-Exempt, 22.5 hours per week
Post Date: October 20, 2021
Application Process: Email resume and cover letter to humanresources@nazarenefoundation.org

Job Description

Under the direction of the Director of Finance, the Accounting Clerk performs routine accounting functions of average difficulty in the areas of cash receipts, accounts payable, and other entry level related office duties. This position works Wednesday-Friday from 8-4:30 (22.5 hours per week).

About the Foundation

The Church of the Nazarene Foundation exists to facilitate charitable gifts for Nazarene ministries including local churches, schools, and global missions. Through planned and deferred giving instruments the Foundation provides expertise in giving more wisely.

Job Responsibilities

- Input invoices and distribution requests in Financial Edge for the accounts payable process
- Process distribution letters
- Assist with monthly recurring journal entries
- Scan journal entries, DocuSign and file
- Scan bank reconciliations, DocuSign and file
- File accounts payable PDF records weekly
- Backup the Assistant Director of Finance on a short-term basis, such as vacation, sick leave, etc
- File monthly, quarterly, and annual investment and beneficiary statements
- Assist in audit preparation
- Other duties as assigned by the Director of Finance

Qualifications

- Christian moral behavior in harmony with the Church of the Nazarene
- Familiarization with chart of accounts and bookkeeping procedures helpful
- Basic understanding of double entry bookkeeping principles and practice helpful
- Ability to perform accurate and rapid data entry on computer keyboard
- Experience in Excel spreadsheet functions helpful
- Knowledge of Financial Edge and Raiser's Edge software a plus
- Effective communication skills, both oral and written
- Strong, cooperative, team-oriented work ethic

Education and Experience

Bachelor's degree in accounting or business preferred but not required.