



**ACCOUNT TECH II
FEBRUARY 2018**

TITLE:	Account Tech II
PURPOSE:	To assist the Account Tech III
SUPERVISION:	The Account Tech II is under the direct supervision of the Business Administrator
STATUS:	Part time position (up to 20 hrs./week) with no benefits.
EVALUATION:	An annual performance evaluation will be performed by Business Administrator with input from the Account Tech III.

REQUIRED QUALIFICATIONS:

1. High School Diploma or AA degree in finance or related field.
2. Minimum of three years experience related to general financial record-keeping experience.
3. Knowledge of financial record-keeping methods, procedures, and practices
4. Knowledge of accounting
5. Knowledge of general office procedures
6. Full working knowledge of Microsoft Excel and Word (Intermediate to advanced level)
7. Full working knowledge of accounting software (Intermediate level)

ABILITIES:

1. Ability to operate a 10-key calculator
2. Keyboard at a minimum of 40 wpm, corrected rate
3. Operate standard office equipment
4. Communicate orally in a clear and concise manner, respond to routine inquiries, and explain standard policies and procedures
5. Maintain confidentiality as required
6. Be accurate and give attention to detail
7. Be self-motivated, resourceful and well organized
8. Identify and solve problems
9. Interact with staff and congregation with courtesy and professionalism
10. Work with and maintain integrity of confidential materials;
11. Be part of an organization that promotes continuing education and career development
12. Understand and support the mission and vision of the organization; have passion for ministry
13. Serve as back up to the Account Tech III with assistance from Business Manager, Office Manager, and/or Treasurer.

RESPONSIBILITIES

1. Ability to provide back-up the Account Tech III for processing deposits and paying bills
2. Maintain organized records of contributions
3. Process journal entries to properly account for weekly receipts as directed by Account Tech III, Business Administrator, or Treasurer
4. Process and account for weekly electronic deposits
5. Prepares A/P and Requests for Reimbursement checks
6. Handles bank reconciliations.
7. Process cash receipts
8. Process credit card statements

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

The Account Tech II is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Participate as a valued member of a team.
- d) Perform other tasks as requested.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. The work environment is one of an office with controlled temperature. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.