

Baptist Mid-Missions' Global Ministry Center Position Description



Position: Accounting Clerk

Department: Accounting

Supervisors: Accounting Department Supervisor

Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide. The Administrative Assistant for Operations helps steward the resources God's provided, to facilitate the Global Ministry Center staff the opportunity to do their ministry to the best of their abilities, and to support the administration to lead and model excellence.

Personnel Profile

Accounting Clerk will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Serving in the Accounting Department requires adherence to policy, discretion with confidential information, and excellence in accuracy and information management. The position requires a positive attitude towards responsibilities, integrity in managing donations, and a servant mindedness towards co-workers and donor relationships. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Training and Experience

- Associate degree in Accounting or equivalent in work experience
- Previous experience in accounting, financial record-keeping

Responsibilities

- Handling cash receipts: sorting, processing, and entering
- Processing gifts accurately, especially those with special donor instructions
- Managing ACH donation process, including donor communications
- Preparing daily bank deposits and assisting with the daily bank run
- Entering and posting batches, printing batch receipts, and checking for accuracy
- Communicating with donors regarding questions or concerns
- Performing other accounting tasks as requested by Accounting Supervisor
- Following policy and procedures developed for the Accounting Department

Skills

- Proficiency in Microsoft Office Suite, particularly Excel and Word
- Experience with computer-based accounting systems, spreadsheets, and banking
- Ability to use a 10 key calculator
- Communications: written and verbal, both internally and customer facing
- Time management: ability to multi-task and complete tasks in an organized manner
- Team-mindset: willingness to cross-train and assist others
- Detail oriented with an ability to resolve issues

For further information regarding employment with Baptist Mid-Missions contact
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