

**Contributions Clerk
Damascus Road Community Church
Position Description**

Overview: The Contributions Clerk is responsible for the accurate and timely accounting of gifts, pledges and other accounts receivable for the church.

Accountable to:	Church Administrator
Ministry Area/Department:	Administration
Minimum Maturity Level:	Stable/Growing Christian
Spiritual Gifts:	Administration
Talents/Abilities Desired:	<ul style="list-style-type: none"> ▪ Ability to abide by confidentiality requirements. ▪ Ability to meet deadlines. ▪ Accurate; Attentive to details. ▪ Ability to work independently. ▪ Familiarity with data entry/keyboarding in Windows environment. ▪ Stable personal finances. ▪ Member of DRCC preferred.

Major Duties & Responsibilities:

- Oversee the loose offering count by ushers after collection is taken during worship services.
- Post contributions and corrections to the automated system.
- Complete deposit slip and make deposits on Monday.
- Print weekly and monthly giving reports for Church Administrator on Monday.
- Print quarterly statements within two weeks of quarter's end.
- Print annual charitable giving statements for mailing prior to January 31 of each year.
- Prepare records for annual audit/review and work with the Church Treasurer and certified public accountant during the annual audit/review.

Part-time:

- This position is part-time, requiring between 4-5 hours per week on Sunday's and Monday's.