



**NEW LIFE COMMUNITY CHURCH**

<b>Job Title:</b>	<b>Accounts Receivable Clerk</b>	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Central Services at the Midway Location	<b>Travel Required:</b>	No
<b>Reports to:</b>	Accounts Receivable Manager	<b>Position Type:</b>	Part Time (2 days a week; Mondays and Tuesdays – 16 hours total) \$12/Hour

**Job Summary:** The Accounts Receivable Clerk is responsible for inputting information into New Life Community Church’s contribution database. Responsible for accuracy, efficiency and retrieval of processed data.

**Job Duties:**

- Perform data entry of Church contributions on a weekly basis.
- Scan documents into image database.
- Verify accuracy of data inputted into the database.
- Make necessary updates to the membership database as needed to keep accurate giving records.
- Assist in preparation of reports as required.
- Assist in processing of other accounts as required.

**Skills/Qualifications:**

- Must be an active member of New Life with strong ties to our mission and vision.
- Demonstrated proficiency in computer skills including Word and Excel.
- Attention to detail and precision in data entry.
- Good written and verbal communication skills. Spanish-speaking a plus.
- Must maintain confidentiality of all records.

<b>Reviewed By:</b>	Isabel Gil	<b>Date:</b>	7/12/18
<b>Approved By:</b>	Isabel Gil	<b>Date:</b>	7/12/18
<b>Last Updated By:</b>	Irene Vasquez	<b>Date:</b>	7/12/18

PLEASE SUBMIT YOUR RESUMES TO [IRENEV@NEWLIFECHICAGO.ORG](mailto:IRENEV@NEWLIFECHICAGO.ORG)