

## Part-Time Finance Clerk

Synopsis of Role * **	
To process payroll, prepare checks and file all support documentation	
Principal Responsibilities	
<ul style="list-style-type: none"> <li>• Collect and verify payroll information for all employees</li> <li>• Create payroll batch, file payroll reports and distribute year end W-2's</li> <li>• Facilitate payment of vendor invoices and maintain vendor files in a timely manner</li> <li>• Process outgoing payments in compliance with financial policies and procedures</li> <li>• Communicate accurate information via text, email, phone call, mail, etc.</li> <li>• Maintain accurate physical and electronic records, to include posting member contributions and generating contribution statements</li> <li>• Manage office supplies</li> <li>• Other duties as assigned</li> </ul>	
Qualifications and Skills	
Minimum Qualifications	18 years of age or older; High School Diploma or GED
Unique Skills & Knowledge	Proficient in Quickbooks; Accounting education/experience desired; Organizational skills; Able to multitask; Attention to details; Time Management
Problem Solving & Decision Making	Present facts in an organized manner; Provide detailed description of possible solutions; Positive attitude & positive approach to problem solving
Relational Connections	Pastor, congregation, staff, general public
Competencies Critical to this Position	
Core Competencies	Technical Competencies
Highly self-motivated	Competent using office equipment (copiers, computers, etc.)
Proactive	Proficient in Intuit, Microsoft Word, & Excel
Teachable and humble spirit	
Understands and abides by confidentiality standards & policies	
Detail focused/Solution-minded	
Key Performance Measurements	
Excellent communication skills Relational and observant Excellent physical condition Punctuality	Prompt response to critical needs Seek constant quality improvement in service Professional appearance and attitude

*\*This description is not all inclusive, and other duties may be assigned as necessary.*

*Victory does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches. However, Victory does discriminate on the basis of religion.*

**\*\*TEAM** members must be persons that Pastor respects, exhibit values that Pastor reflects, perform work that Pastor can inspect and ensure that all silos connect. (See chart on next page.)

**Employment Requirement:** All Staff must be a member or become a member of Victory upon employment.

TEAM Expectations	People Pastor Respects	Values Pastor Reflects	Silos that Connect	Work Pastor Can Inspect
Report directly to Pastor				
Member of the V				
Understand and support the mission/vision of Victory				
Do what is best for the mission of the V at all times				
Love weekend worship and work a full weekend Saturday and Sunday schedule and always do what is best				
Be early to the office, meetings, weekend services, or anything that is on your schedule				
Assist other staff members in task/ministry as assigned				
Complete task assigned to you by the deadline				
Maintain a positive, worshipful, whatever it takes attitude				
Be fully committed to your own spiritual growth				
Be organized, efficient, committed to the time maximization and able to manage your list of responsibilities				
Set specific goals for your area, that are easily measured on a weekly basis				
Support the Pastor's ministry/staff training and coaching network				
Develop work week estimation Monday - Sunday				