

BAPTIST WORLD ALLIANCE (BWA)

405 North Washington Street, Falls Church, Virginia, 22046, USA

Baptist World Alliance

JOB SPECIFICATION

for

Accounting Clerk

JOB DESCRIPTION

Baptist World Alliance (BWA) Accounting Clerk assists with the financial activities of the organization in a manner meeting all professional and non-profit standards, particularly regarding recording and reporting of donations received for the organization. In this capacity the BWA Accounting Clerk is required to manage database features for maintaining accurate records and reporting. This position is a part-time contract position. Possibility of temporary to permanent part-time employment for the right candidate.

MAIN DUTIES AND RESPONSIBILITIES

1. Accountant Clerk Duties and Responsibilities
 - Perform daily accounting services for the BWA pertaining to the proper deposit and recording of donations and other receivables utilizing the Raisers' Edge Database platform.
 - Prepare donor receipts and recognition. This includes the issuance of all donor receipts in a timely manner.
 - Respond to Donor queries concerning donations and donor receipts in a timely manner.
 - Management of donor recognition as agreed upon by the Executive Office and Advancement Division. This includes weekly notifications as required by the General Secretary and issuance of certificates and other special recognitions as requested by the Advancement Division.
 - Record departmental postage and copier fees monthly.
 - Perform assigned bank reconciliations monthly.
 - Provide support for BWA Tenants. This includes maintaining accurate records to ensure timely collection of rents. Also, the scheduling of and collection of fees related to the rental of the conference room.
 - Processing of accounts payable in a timely manner.
 - Processing of Wire Transfer Requests utilizing the Western Union.
 - Provide support to other Directors with respect to grant disbursements on an as needed basis.
2. Prepare and submit reports to the Comptroller as required.
3. Perform duties related to registration during BWA Meetings as requested.
4. Assist the completion of the yearly Audit as required by the BWA Comptroller.
5. Perform other duties as assigned by the BWA Comptroller.
6. Personally participate and on occasion lead in weekly team worship.

REQUIRED COMPETENCIES

- Christian maturity and commitment to personal spiritual growth
- Demonstrated commitment to a local church, Baptist church preferred
- Sensitivity and understanding of Christian theology in general and the Baptist distinctive in particular
- Honest, discreet, and confidential
- Superior organizational skills
- Proven ability to multitask and attentiveness to detail
- Good interpersonal skills, including giftedness for cross-cultural relationships with an ability to build and maintain relationships
- Associate Degree with at least 2 years of knowledge and experience in non-profit accounting
- Competence in the use of relevant computer software
- Ability to work independently and as a team member