



## PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

### Finance Clerk

The Finance Clerk is a part-time, in-office, staff member of Princeton Alliance Church in Plainsboro, New Jersey. He or she is responsible for assisting the Finance Administrator in performing a variety of accounting, bookkeeping and financial tasks. The Finance Clerk is a member of the Ministry Resources Team under the direction of the Executive Director of Ministry Resources.

The Finance Clerk's main responsibilities are:

#### Responsibilities

- Provide accounting and clerical support to the PAC's Finance department
- Accurately prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Enter key data of financial transactions in database daily
- Provide assistance and support to the Ministry Resources Team
- Function in accordance with established standards, procedures and applicable laws

The Finance Clerk should possess the following requirements:

#### Requirements

- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, Google apps, databases and accounting software (*Experience in Blackbaud Financial Edge is a plus*)
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Excellent communication and organization skills
- Ability to multitask
- Bachelor or Associate's degree in Accounting (preferred) or 3+ years related experience

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

Along with his or her daily professional responsibilities, the Finance Clerk participates in weekly staff development activities such as staff prayer and a staff meeting. The Finance Clerk is (or will become) involved in an active discipleship coaching relationship. He or she will become a member of PAC (within six months of employment). He or she will regularly attend PAC Sunday services once employed.

To apply, email a cover letter and resume to [jobs@princetonalliance.org](mailto:jobs@princetonalliance.org).