

**Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor**

Data Entry Clerk

Department: Finance

FLSA Status: Non-Exempt

Class: Part-time

Reports to: Director of Finance

Principle Role

The Data Entry Clerk is accountable to the Director of Finance for ensuring that all member financial and demographic information is entered and maintained in the Membership Management System (CCB – Church Community Builder).

Primary Responsibilities

The Data Entry Clerk is responsible for **all** counties:

- Balancing weekly contribution amounts to ensure accuracy.
- Completing necessary record retention and destruction for finance & data entry.
- Consult with Director of Finance/ Senior Finance accountant on the elimination of financial records from scanned and stored areas.
- Destroy scanned documents based on the organization's retention policy.
- Distributing quarterly/ annual contribution statements to members and guests.
- Entering all member financial contributions and pledges into Membership System from various contribution methods. (Envelopes, On-line, PushPay, Givelify, Kiosk, etc.)
- Inform Director of Finance / Senior Finance Accountant of unsatisfied financial items from paid events.
- Maintaining confidentiality of all member financial and demographic information.
- Notifying individuals, in writing, of all unsatisfied financial items and attempting to collect.
- Recording all unsatisfied financial items when received from financial institutions.
- Updating member information in CCB.

- Verify and reconcile giving reports to accounting system reports with the Director of Finance or designee (weekly/ monthly).
- Scan envelopes in system by alphabetical order and date.
- Scan finance department items into appropriate files.
- Send “Return Check”, missing signature, and incomplete check letters to members.
- Performing other duties as assigned by Director of Finance or Senior Pastor

Qualifications

- High School Diploma
- Type 40 words per minute
- Excellent writing and communicating skills
- Ability to multi-task
- Prior data entry experience a plus