

Job Title: Accounting I	Salary Range: Minimum = \$12 per hour Midpoint = \$16 per hour Maximum = \$20 per hour
Department: Accounting	
Supervisor: Controller	Salary Grade: F
Hours: 15-20 hours	FSLA: Part-time, non-exempt

Summary This position is responsible for opening and sorting the mail. Input cash receipts for all entities into the Accounts Receivable system. Will review and code all invoices and enter invoices for all entities into Accounts Payable System. Maintain filing system for all vendors.

Essential Duties and Responsibilities include the following. This is a team position and other duties will be assigned as needed.

- Open and sort church remittances, loan payments, and cash receipts.
- Input and post cash receipts and accounts receivable to the general ledger.
- Respond to inquiries from local churches and conference agencies in a timely manner.
- May participate in the preparation for the Annual Conference and attend the event as part of the Administrative Work Team.
- Completes other assigned duties

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Works independently.

Customer Service - Solicits feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Teamwork - Willingness to be part of a team; Balances team and individual responsibilities; exhibits objectivity and openness to others' views; Gives and welcomes feedback;

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Has attended or will attend the Healing the Wounds of Racism Workshop 101 within the first 6 months of employment.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds the values of the United Methodist Church. Avoid and discourage gossip.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Committed to the mission and vision of The Eastern Pennsylvania Conference; Supports the conference's goals and values. Supports conference devotional time together.

Judgment - Exhibits sound and accurate judgment. Includes appropriate people in decision-making process; Maintains confidentiality. Communicates with staff members clearly and honestly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

Language Skills

Ability to read, analyze, and interpret general and professional journals, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from participants and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Qualifications

Prefer fluently bilingual (Spanish, Russian, Korean) both oral and written.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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