



wisconsin conference
UNITED METHODIST CHURCH



IMAGINE
WISCONSIN
ANEW

Position Title: Accounting Clerk

Mission Statement:

“Making disciples of Jesus Christ for the transformation of the world”

Vision Statement of the Wisconsin Annual Conference:

Imagine Wisconsin Anew

REPORTS DIRECTLY TO: Conference Treasurer & Director of Administration

EDUCATION AND EXPERIENCE: Minimum of a high school diploma. 3-5 years experience in a similar position preferred. Experience with Microsoft Great Plains accounting software preferred.

STATUS: This is an hourly wage, “non-exempt” full-time (40 hours per week) position. The normal work hours are 8:00-4:30, Monday-Friday.

JOB RESPONSIBILITIES:

- Finance Office Assistant:
 - Answers the telephone, transfers calls, and greets, welcomes, and directs visitors.
 - Prepares signed checks for mailing and vouchers for filing.
 - Files forms, documents, and reports.
 - Performs data entry, copying, typing, and other clerical tasks as requested by Finance Office staff.
 - Produces routine documents and reports using Microsoft Excel or Word.

- General Ledger Accounting Clerk:
 - Implements appropriate internal controls over Conference transactions.
 - Enters deposit information into the bank’s remote deposit online system, generally three times a week.
 - Enters receipt information into remittance and general ledger systems.
 - Enters payables data into the general ledger system and prints checks and uploads electronic fund transfers data into the bank’s online system once or twice each week and on demand.
 - Maintains vendor/payee data in the general ledger system.
 - Prepares routine expense vouchers and journal entries.
 - Enters journal entries into the general ledger system.

Please e-mail resumes to TreasurerOffice@wisconsinumc.org

- Generates month-end financial reports from remittance and general ledger system and prints or emails them to appropriate staff, agency members, and others.
 - Produces reports from remittance and accounting system as needed.
 - Responds to inquiries about apportionment payments, donations, general ledger transactions, and other issues related to responsibilities.
- Benefits Billing Clerk:
 - Maintains benefits billing system for local churches, Conference employees, and others, including entering billing information additions, changes, and deletions.
 - Produces monthly bills to churches and others.
 - Maintains and updates information for, and processes, monthly automatic bank deductions.
 - Records payments received into billing system.
 - Answers billing queries from participants and churches.
- Acts as back-up for certain duties of the Accountant, including payroll, as assigned.
 - Performs other duties and provides other support to the Accountant, Conference Benefits Officer, and Treasurer as assigned.