



Administrative Support – Finance Department

Skills needed:

- 55+ words per minute typing skills
- Excellent verbal skills for phone and office reception
- Ability to learn new procedures in data entry
- Knowledge and use of MS Office/Outlook 2016: Excel, Word including mail merging
- Scanning, photo editing and web browsing
- Facebook knowledge
- QuickBooks entry
- Filing
- Organizational skills

Duties include but not are not limited to:

- Phone reception and donor assistance as well as email response communication
- Open and sort incoming mail
- Running daily bank statements and Credit Card processing reports
- Entering donations in data base (Church Community Builders)
- Scanning any donation letters, notes and/or cards into data base files.
- Produce acknowledgement letters to donors
- Stuffing and metering of outgoing mail
- Credit card reconciliation with receipts and Quickbook Entry on monthly basis
- Updating and adding contact information in data base (Church Community Builders)
- Daily bank deposits
- Filing of financial batches/deposits daily
- Maintain and update Instruction Manual as needed for Financial Department
- Keeping track of office supply inventory
- Tracking Brochure and Donation Card Inserts (for donor acknowledgement letters)
- Rotate Fiscal Year Financials and maintain Fiscal Year File storage
- Help in organization and implementation of the K-9 Conference Registration and Store

Interested parties should send resumes to LCC@LutheranChurchCharities.org