

DATA ENTRY CLERK POSITION DESCRIPTION

POSITION TITLE

Data Entry Clerk

JOB SUMMARY

The Word Church is seeking a Data Entry Clerk to assist with our database systems. The Data Entry Clerk must be a focus individual who is able to fulfill duties while maintaining the highest level of confidentiality and trust in handling all entries.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Data entry of all offerings
- ✓ Report problems with the data
- ✓ Identify/Reconcile credit card, tithing & offering concerns
- ✓ Contribution Statements
- ✓ Keep sensitive member and church information confidential

REQUIRED SKILLS

- ✓ Technical competence with internet navigation, database applications, and software programs (e.g. Microsoft Office Suite)
- ✓ Demonstrated ability to speak, read, and write English
 - Perform basic clerical functions such as typing, filing, data entry, organizing materials, copying, faxing, scanning, etc.
 - Work effectively in both independent and collaborative settings
 - Protect confidentiality when handling sensitive information
 - Maintain familiarity with The Word Church's priorities, policies, procedures, programs, and personnel
 - Solve problems independently and effectively
 - Manage time wisely and meet fast-approaching deadlines
 - Follow through on assigned projects, providing timely updates as needed

GENERAL QUALIFICATIONS

- ✓ At minimum, a High School Diploma with experience in a non-profit environment strongly preferred
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to twcemployment@wordcity.org, or by postal mail with attention to: TWC Employment.