



<b>Position Title:</b> Contribution Specialist		<b>Reports To:</b> Pastor of Finance
<b>Position Scope:</b> Part-time/26 hours a week		<b>Department:</b> Finance
<b>Position Status:</b> Non-Exempt		<b>Date:</b> 2.23
<b>Ministry Vision:</b>		
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE		
<b>Ministry Responsibilities:</b>		
To account for the financial resources of ECC with integrity as well as facilitate and promote biblical stewardship among ministry staff, volunteers, and congregation – through the regular administration and processing of contributions, accounts receivable, and related functions.		
<b>Key Duties:</b>		
	<u><b>Description</b></u>	<u><b>% Time</b></u>
	<b>Vision and Strategic Development</b> Collaborate continually with Pastor of Finance and Finance team to implement sound stewardship practices and accounting oversight for the church.	5%
	<b>Personal &amp; Spiritual Development</b> Participate in staff prayer meetings, luncheons, retreats and training events. Pursue relevant webinars and educational opportunities to stay current with accounting skills, software, and related government regulations.	5%
	<b>Ministry Support</b> Participate in weekly Finance Department meetings. Collaborate regularly with team members and assist as needed. Encourage sound stewardship practices among all ministry departments through established processes and accountability.	10%
	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Develop and maintain written procedures for contribution processing in cooperation with the Pastor of Finance.</li> <li>• Process, balance, and record all donor contributions to church management software and general ledger. This includes cash, check, ACH, credit card (online) and non-cash contributions.</li> <li>• Communicate to church leadership weekly and historical giving totals.</li> <li>• Prepare and provide donor statements at the end of calendar year in compliance with IRS regulations. Respond to any donor related inquiries.</li> <li>• Develop reports from data base management and accounting systems that are necessary to complete responsibilities.</li> <li>• Communicate and work with IT to find effective solutions to any donor management or contribution processing issues.</li> <li>• Compile, maintain, and report contribution and deposit records as requested by Pastor of Finance and external auditors.</li> <li>• Balance, record, and deposit all events income from online registrations.</li> <li>• Balance, record and deposit all Café 19 and Resource Center income from sales.</li> <li>• Crosstrain with other accounting functions to provide coverage and support.</li> <li>• Identify and correspond as directed with new and lapsed donors.</li> <li>• Respond to donor inquiries and issues with giving or event payments.</li> </ul>	80%



	<b>Misc.</b> Additional related duties as assigned.	
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**Supervisory Responsibility:** None at this time

**Required Core Competencies for Financial Support**

***Integrity & Trust***

Exhibits highest level of character and moral integrity. Maintains confidentiality.

***Functional/Technical Skills***

Accounting knowledge and skills to do job at high level of accomplishment.

***Time Management***

Values time, uses effectively, concentrates efforts on important priorities.

***Action Oriented***

Enjoys working hard, full of energy for challenges, seizes opportunities.

***Conflict Management***

Steps up to conflicts, reads situations quickly, good at focused listening.

***Emotional Intelligence***

Self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport.

***Motivating Others***

Creates climate in which people want to do their best, gets the best out of people.

***Addition Competencies required for this position:***

- ***Agile detailed learner***
- ***Strong written and verbal communication skills***

**PREFERRED QUALIFICATIONS**

**Minimum relevant experience:** 3-5 years of accounting or bookkeeping experience

**Education:** Degree in accounting or related field (preferred)

**Ideal Knowledge Areas:** Accounting and general ledger systems, Microsoft Excel, Database management systems

**Employee:**

**Date:**

**Director:**

**Date:**