



FIRST FREE  
CHURCH

## Receptionist/Accounts Payable Clerk

Job Description

### Summary

The Ministry Support Team provides structures and services for ministries to thrive within First Free, our community, and the world. The Receptionist/Accounts Payable Clerk offers a warm welcome to all who contact the office, as well as providing accounting and database support. This position is a job share position and requires a spirit of cooperation and teamwork to create the desired culture and outcomes.

### Structure

The responsibilities of this position are shared by two part-time, hourly positions of approximately 20-25 hours per week. The Receptionist/Accounting Clerk position reports directly to the Executive Assistant - LDO with additional reporting to the Accounting Manager regarding any financial responsibilities.

### Responsibilities

#### Receptionist

- Manage the front desk including greeting guests, answering calls, and managing the door system..
- Provide intake for benevolence requests and work with the Benevolence Committee to complete them.
- Manage postage and meter, keeping postage full and ready for daily use.
- Manage incoming mail and distribution of packages.
- Assist with onboarding and offboarding employees as needed.

#### Accounting Clerk

- Record daily office receipts and contributions. Prepare a weekly accounting record for the Contributions Clerk.
- Prepare bags for Sunday offering.
- Support the Accounting Manager by managing and completing the bill payment process including credit cards.
- Document shredding as requested.

#### Team Support

- Order supplies, including paper and special staff requests.
- Support the library as requested, ordering materials, etc.
- Assist the Connections Director in management of guest letters and contacts.
- Assist in keeping the common office area clean and organized.

- Assist with data management as requested, including attendance records and background check requests.
- Assist other ministries with administrative tasks as needed.

## Personal Qualifications

### Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Has a heart for people and a desire to serve others.
- Teachable and able to take direction.
- Self-starter who is able to prioritize work and to anticipate needs.
- Flexible, team player, able to work well with others.

### Minimum Qualifications

- Excellent communication skills.
- Proficient in G Suite.
- Data management and accounts payable experience is helpful.