



– WICHITA FALLS –  
**FAITH MISSION**  
EVERY STORY MATTERS

**WICHITA FALLS FAITH MISSION, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Accounting Clerk

**JOB CATEGORY:** Part Time, Non-Exempt

**ORGANIZATIONAL RELATIONSHIPS:** The Accounting Clerk reports directly to the Controller.

**JOB SUMMARY:** The Accounting Clerk will record all donations into the Wichita Falls Faith Mission, Inc. (WFFMI) donor data base and the financial software. They will also provide updates and reports as needed. Furthermore, they will prepare, record and mail all donor correspondence including receipts and acknowledgements.

**JOB DUTIES:**

1. Maintain and continually update donor database, including daily entries of donations.
2. Maintain and continually update revenue accounts in accounting software, including daily entries of donations.
3. Prepare and send response letters, tax receipts, and thank you notes and letters to donors.
4. Prepare and send donor reports to the Controller and Chief Executive Officer (CEO).
5. Pick up the mail daily and take late mail to the post office daily.
6. Prepare reports for Director of Development, Controller, CPA (audit related), CEO, Department Directors, Board, and Direct Marketing firm as needed.
7. Assist with grant applications, reports, and special events.
8. Assist with answering phones as needed and run errands.
9. Other duties as assigned by the Controller.

**QUALIFICATIONS:**

1. Must be willing to agree with the WFFMI Statement of Faith.
2. Possess a willingness to work in a faith-based organization among a diverse population group.
3. Demonstrate professional skills in the workplace, including verbal and written, excellent interpersonal skills, and arriving to work on time.
4. Maintain confidentiality of donors, clients, and workplace.

5. Ability to sit and work at a computer for up to four hours daily with minimal breaks.
6. High school diploma or equivalent. Some college or vocational school training preferred, or the equivalence of three years or more of clerical experience.
7. Ability to organize, prioritize work, and work independently with little supervision.
8. Computer proficiency with Microsoft Office, including Word, Excel, Outlook, and the ability to become proficient on other software, including Donor Perfect and Fast Funds
9. Demonstrate neatness, accuracy, and dependability in work and professional attire.
10. Valid Driver's License.

**CONCLUSION:**

This job description is intended to convey information essential to understanding the scope of the Accounting Clerk position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I acknowledge receipt of the job description.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Faith Mission 940-723-5663

Faith Refuge 940-322-4673

Faith Resale 940-766-0705