



**SKYLINE**  
CHURCH

Helping people find and follow  
Jesus seven days a week.

**Position:** Financial Clerk, Part-Time

**Location:** La Mesa, CA

**Attendance:** 4,000

## THE ROLE

The Financial Clerk will be responsible for providing administrative support by assisting in tasks such as filing, data entry, and overall organization of financial records from accounts payable to cash receipts and assisting with special projects.

Weekly and monthly duties include but are not limited to assisting the finance team with general organizational tasks along with areas specific to account payable and cash receipts.

## RESPONSIBLE FOR:

### 1. Modeling Biblical Priorities

The Financial Clerk is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Financial Clerk models a strong relationship with his or her spouse (if married) and children (if applicable). The Financial Clerk strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

### 2. Job Responsibilities and Duties

- Performs general office duties such as filing, mailing, scanning, and organizing.
- Assists the Accounts Payable Coordinator with maintaining our vendor database, entries into our accounting system, and assisting with monthly reconciliations.
- Assists the Staff Accountant with weekly deposits in multiple areas.
- Performs maintenance updates in our donor database.
- Assists with various other projects needed by the Finance department.



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### 3. Personal Characteristics

- Ability to multitask and prioritize assignments.
- Work productively, both independently and collaboratively with others.
- Ability to recognize and maintain confidentiality as appropriate.
- Spiritually mature while pursuing a deeper relationship with Christ.
- Flexible in nature to handle other duties and special projects as needed.
- Work in a quick manner and demonstrate skills and techniques to recognize problems and apply timely and appropriate corrective actions.
- Strong attention to detail and accuracy.

### JOB REQUIREMENTS:

#### 1. Education and Experience

- High School, Diploma or GED.
- Minimum of 2 years experience working in an accounting office OR an Associates degree in Finance, Accounting, or similar.
- Experience with QuicksBooks Online and Planning Center is preferred but not required.
- Intermediate proficiency in MS Office (Word and Excel) and Google Docs.
- Job training will be provided.

#### 2. Physical Requirements

- Ability to sit or stand for extended periods of time.
- Ability to occasionally stand, stoop, bend, and kneel.
- Visual acuity to see printed and digital documents.

## TO APPLY

Please submit resumes to Kristen Boets via email: [kboets@skylinechurch.org](mailto:kboets@skylinechurch.org)

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](http://SkylineChurch.org)



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