

PARISH:

TITLE:

Data Entry Clerk

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Maintains an accurate and up-to-data Parish Data System. Provides assistance to other staff members as needed.

II. ESSENTIAL POSITION DUTIES:

- A. Maintains the Parish Data System making changes and adding new parishioners as appropriate.
- B. Posts weekly contributions.
- C. Maintains ministry volunteer information including reports and labels.
- D. Prepares census and donation reports as requested.
- E. Files various documents for the Accounting Department such as disbursements, journal entries, cash receipts, and financial reports.
- F. Prepares registration cards and letters for new parishioners.
- F. Provides general support to other staff members in area of responsibility.
- G. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____