

BREATH OF LIFE

Christian Center Church

3795 Frayser Raleigh Rd
Mphs. TN 38128

HUMAN RESOURCES
Department

JOB POSTING

Posting Date: October 18th 2017

Job Title: **Accounting Clerk**

Job Status: Full-time

Department: Accounting

Closing Date: Until Filled

Job Summary

Process regular financial reports

Assist with batching, entering, verifying and balancing contributions

Assist accounting manager as needed

Process payroll

Process petty cash disbursements

Process weekly resource and events department receivables

Qualifications

Christian of good moral character whose lifestyle supports the vision of BOLCC

Education and experience in Accounting or related field required

AR/AP and Payroll experience preferred

To Apply for this Position

Email Resume to: Personnel@bolcc.org

Download & print application: [Employment Application](#)

Applications Accepted: **Tue – Fri 9:00a – 3:00p**