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**BUSINESS OFFICE – BUSINESS OFFICE CLERK**

**Position Assignment**

**Title:** Business Office Clerk  
**Organizational Unit:** Headquarters Business Office  
**Recruited by:** Vice President of Business Administration  
**Approved by:** President and CEO

**Working Relationships**

**Reports to:** Vice President of Business Administration  
**Staff Team:** Vice President of Business Administration, and all STCH Ministries staff to enhance the total program

**Basic Functions**

The Business Office Clerk position at STCH Ministries assists the Vice President of Business Administration in administering the work of the business office toward achieving STCH Ministries' mission statement. Duties are primarily processing of incoming monetary donations.

**Basic Responsibilities**

1. To process incoming donations including posting donations on data software, donor memorial and honor correspondence.
2. To maintain files for external auditor's annual review.
3. To maintain data software.
4. To prepare bank deposits.
5. To maintain and operate Petty Cash till for Boothe campus.
6. To bill and collect reimbursements from employees for personal expenses/charges.
7. To back up Receptionist at headquarters building.
8. To assist with HR admin duties.
9. To perform all other duties as assigned.

*\*\*A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

## Position Description

### STCH Ministries



I, the employee, have read, understand, and agree with the position description for Business Office – Business Office Clerk.

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Employee Signature

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Date

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Employee Supervisor Signature

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Date