

JOB DESCRIPTION

Job Title: Data Entry, Finance

Position reports to: Director, Finance

Department: Business

Level: Full time

Date Prepared: 03/2026

Purpose of the Job:

The Data Entry, Finance role is responsible for the **accurate, secure, and timely processing of all financial contributions and transactions** for Citygate Church. This role ensures integrity in financial records, supports donor stewardship through accurate reporting, and maintains strict confidentiality of all financial data. The position plays a critical role in supporting the financial health and trust of the church.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Contributions Processing & Data Entry

- Collect, verify, and record all tithes and offerings in accordance with established financial controls
- Accurately enter all contributions into Rock RMS
- Ensure proper coding and allocation of all donations
- Maintain donor records with a high level of accuracy and confidentiality
- Assist in preparing and distributing year-end giving statements

Financial Processing

- Assist in reconciling contribution records with bank deposits
- Prepare and maintain detailed financial records and documentation
- Support the Finance Director with reporting and financial data management

Cash Handling & Compliance

- Support and oversee counting processes to ensure adherence to dual-control procedures
- Prepare and coordinate weekly bank deposits
- Maintain secure and accurate records of all transactions
- Ensure compliance with church financial policies and best practices

Systems & Reporting

- Maintain accuracy and integrity of financial systems (Rock RMS & QuickBooks)
- Generate financial and giving reports as requested
- Identify and resolve discrepancies in financial records

COLLABORATION & SUPPORT

- Work closely with the Finance Director and Executive Director, Operations
- Support internal teams with financial data requests as needed
- Assist with audits or financial reviews when required

EXPERIENCE AND KNOWLEDGE REQUIRED:

- High School Diploma or equivalent (Associate's or higher preferred)

- 1–3 years of experience in data entry, bookkeeping, or finance
- Experience with Rock RMS, QuickBooks, or similar systems preferred
- Strong attention to detail and accuracy
- High level of integrity and trustworthiness
- Ability to handle confidential information with discretion
- Strong organizational and time-management skills
- Proficient in basic computer systems (Excel, databases, etc.)
- Ability to lift up to 20 lbs
- Ability to work extended hours during peak financial periods (e.g., year-end)

STAFF CORE VALUES IN DAILY LIFE:

- **GRIT:** *Spirit-Fueled Tenacity* - We're resilient, not because of our strength, but the power of faith that fuels us.
- **UNITY:** *Harmony Heroes* - We're a team that moves in-sync, like a well-rehearsed orchestra creating a beautiful symphony.
- **DRIVEN:** *Mission Maniacs* - We're forever on a mission, like a spaceship with an unlimited fuel supply.
- **GRATEFUL:** *Divine Gift Guardians* - Every opportunity is a divine gift, every creation a testament to God's Love. We honor and steward these gifts with wisdom and gratitude.
- **360 THINKING:** *Panoramic Prophets* - We see the full circle, like owls with a 360-degree view of God's plan.
- **CONTAGIOUS CULTURE:** *Cultural Game-Changers* - We're thermostats, not thermometers, setting the tone for change.

Employee Signature: _____ Date: _____

Printed Name: _____