Part-Time Data Entry Clerk
Annunciation Catholic Church

Summary:
We are seeking a dedicated and organized data entry clerk. This role requires the transfer of data, quickly and accurately, from a variety of sources. The person in this role must be able to correct existing data, update new data and be comfortable working independently with numerical and written data.

We expect you to be computer-savvy and a fast typist with a keen eye for detail. Good understanding of data confidentiality principles is compulsory.

Essential Job Duties:

- Maintains Church database by inputting new and updated data within time limits
- Confirm and enter weekly offering records and update donor database with new contact information
- Compile, verify accuracy, and sort information to prepare source data for computer entry
- Verifies entered account data by reviewing, correcting, deleting, or reentering data
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution
- Combines data from multiple files to compile reports as needed

Skills, Education and Experience:

- High school diploma or General Education Degree (GED)
- Minimum of 2 - 4 years of previous related work experience
- Proficient in Microsoft, Outlook and database software
- Ability to maintain discretion regarding personnel matters
- Excellent interpersonal skills
- Must be detail oriented to ensure accurate deliverables, and able to take initiative to meet deadlines
- Perform other duties as assigned
- Completes additional assignments as required
- Maintains confidence by keeping information confidential
- Contributes to team effort by accomplishing related results as needed
- Proficiency in the English language required

Interested candidate please submit resumes to administration@acchtx.org and reference Part-Time Data Entry Clerk in the subject line.