**California Heights United Methodist Church**

**Job Description: Clerk**

The position of Clerk is to be a support role for Office Volunteers, Committee Chairpersons, and Financial Staff/Volunteers. The position will be limited to 15 hours/week and have a variety of responsibilities, including but not limited to: filing, resourcing invoices, staff time sheets, scheduling appointments for staff, and other duties as assigned.

Hours: The clerk will be present during limited office hours, Monday through Friday, from 10:00 am -1:00 pm.

Responsibilities:

1. Open and close the office for volunteers and community.
2. Coordinate Office Volunteers for office hours and activities.
3. Receive invoices, timesheets, reimbursement & check requests, determine from which account they are paid, and forward them to the bookkeeper.
4. Coordinate pastoral staff’s appointments for designated appointment hours to be determined by the pastoral staff.
5. Welcome and direct guests to their appointments or meetings.
6. Work with Custodian to ensure all rooms necessary for use are prepared in a timely fashion.
7. Substitute for Office Volunteers when necessary.
8. Other duties as assigned.