



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): ADMIN/DATA ENTRY	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input checked="" type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Finance Director, with instruction from other administrative staff.	
Immediate Subordinates: None	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2021 Date Last Revised: 2022
Hours Per week: 20, part-time	
General Summary: The ADMIN/DATA ENTRY staff position works with the Financial Director and Administrative Accounting Assistant to help manage Mission Waco Mission World's (MWMW) finances. This position mainly performs data entry services.	
Critical Functions and Responsibilities	
1. Data entry: record daily sales in financial system.	
2. Accounts payable: organize and reconcile credit card receipts to statements.	
3. Bank statement reconciliations and/or check for errors.	
Additional Functions and Responsibilities	
1. Office organizing, paper filing	
2. Data analysis projects	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Strong work ethic, little supervision needed 2. Basic knowledge of computers and Microsoft Excel	Skills and knowledge preferred: 1. Accounting knowledge (debits, credits, payables) 2. Attention to detail
Minimum previous experience required: Basic computer use/data entry	Previous experience preferred: Accounting/bookkeeping, administrative.
Minimum education required: High school diploma	Education preferred: College education with major in accounting
Minimum communication skills required: Email; telephone	Communication skills preferred: Interpersonal communication

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Special training, certification or licensing required: None	
Behavioral, emotional, mental requirements: <ol style="list-style-type: none">1. Maturity, discretion, and confidentiality concerning financial information.2. Maintain clear communication with coworkers.	
Other requirements: <ol style="list-style-type: none">1. Experience with Mission Waco preferred.2. Preference for someone who represents MWMW values as a Christian faith-based non-profit.	

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