



GREATER NEW YORK CONFERENCE
of Seventh-day Adventists®

JOB POSTING FOR

CLERK - PUBLISHING

PART-TIME: 24 Hours Weekly: \$13.00 per Hour

DUTIES OF CLERK

- Work closely with Publishing Bookkeeper to maintain inventory.
- Receive deliveries, confirm orders against packing slip, and place them into the storage room. Return damaged stock to vendors.
- Update leaders monthly of available inventory.
- Maintain organized and tidy bookstore and storage room
- Prepare Literature Evangelists orders and create invoices.
- Receive book returns and prepare appropriate credit memos.
- Prepare daily sales and closing reports, and reconcile reports with accounting reports.
- Prepare yearend inventory with the Bookkeeper for the auditors.

REQUIREMENTS/QUALIFICATIONS:

- A member of the Seventh-day Adventist Church in good standing.
- Able to lift up to 50 lbs.
- Proficient in Quickbooks and Microsoft Excel
- Highly organized, detailed, and efficient
- Proficient in English and Spanish
- Other duties as assigned

INTERESTED PERSONS must send résumé and cover letter to:

Office of the Secretariat
Greater New York Conference
P O Box 5029
Manhasset, NY 11030 - or -
E-mail: chayman@gnyc.org • Fax: (516) 210-0574

DEADLINE: November 20, 2018