



# VOLUNTEER TELLERS

**The Budget and Finance Committee of Alfred Street Baptist Church is seeking volunteers to serve as Tellers. Those selected for this position will assist in the collection and recordation of church offerings. Eligibility for this role requires that applicants be members of Alfred Street Baptist Church for at least two years; receive the Right Hand of Fellowship; participate in an interview, and successfully pass a criminal background and financial credit check, if selected.**

If you are interested in this opportunity to serve in the storehouse of ASBC, please submit a letter of interest, along with your current resume to Dr. Elaine A. Crider Church Administrator, 325 S. Patrick Street, Alexandria, VA 22314 or via email to [churchadmin@alfredstreet.org](mailto:churchadmin@alfredstreet.org)

## **Job Description - Church Count Room Team Member**

This position consists of the following tasks, duties, and responsibilities:

Receive and count cash at the Sunday Services between the hours of 8:00am-2:00pm and evenings between 6:00pm-9:00pm during major holiday periods, i.e. Easter, Mother's Day etc.

- Identify members record, validate, and sort and batch checks
- Receive cash and checks for deposit
- Record all cash receipts correctly and in compliance with church guidelines
- Balance cash and check collections at the closing of each service

## **Requirements – Knowledge, Skills, and Abilities –for the Church Teller Position**

- Must have administrative, cash handling, clerical, and member service experience
- Must have knowledge of the constitution and bylaws
- Must have relevant computer skills and 10 key calculator
- Must be willing to undergo on-the-job training (done in-house)
- Must be able to perform clerical tasks and detail oriented
- Must submit to a background check, volunteer and confidentiality agreement