JOBS DESCRIPTION

TITLE: Church Accountant

HOURS: Part Time – 20 hours per week within regular office hours Monday through Friday. However, it is recognized that this is a dedicated service and will be necessary to spend time in attendance at various meetings outside of normal hours. The bookkeeper may be allowed to maintain a flexible schedule. Attendance at monthly Finance Committee meetings is required unless previously excused.

REPORTING: The bookkeeper reports to the Treasurer, indirectly to the Senior Pastor and the Chairman of the Finance Committee for efficient administration of the business affairs of the Church under the policies laid down by the Elder Board.

FUNCTION: Serve the church by providing appropriate and accurate accounting records and financial statements for the church. Overview the compliance of filing of tax required reporting forms.

Qualifications: Accounting background with 3 years of experience. Solid understanding of creating financial statements, general ledger coding (double entry), journal entries and bank reconciliations. Strong organizational and communication skills, attention to detail, and a willingness of further developing skills as opportunities arise. Confidentiality and personal discretion concerning information related to the Church and its members. Understanding of fund accounting is desired. ACS Technologies software is used.

JOB DUTIES:

1. Finance - General
   a) Work closely with the Finance Committee in establishing budgets.
   b) Work with the Finance Committee in developing and implementing long-range financial programs, including funds through the use of wills, bequests, endowments, special gifts, etc.
   c) Work closely with the Treasurer in developing and implementing accounting policies and procedures manual.
   d) Organize the preparation of all tax filings for the church and make sure all IRS and governmental obligations are met.
   e) Organize quarterly and annual reporting of self-employment taxes and Form 1099 for contract workers.
   f) Oversee all payroll requirements for salaried and hourly employees including benefits such as pension plans and health insurance.
2. **Finance - Weekly**
   a) Responsible for the processing, depositing, recording and disbursement of all church monies in accordance with established accounting principles and policies of the church.
   
b) Oversee all bank accounts and banking transactions. Maintain accurate and up-to-date records of all financial transactions.
   
c) Oversee the processing of accounts payable and make sure they are properly approved and paid in a timely manner.
   
d) Record stock gift transactions timely.
   
e) Prepare weekly and monthly reconciliations between the contributions module and general ledger.
   
f) Coordinate with the Mission’s Committee Treasurer for preparation of cash disbursements.
   
g) Coordinate with Other Ministries for proper recording of receipts and disbursements (including child care payroll).
   
h) Prepares monthly financial statements including an analysis of actual versus budget results to be reported to the Finance Committee monthly. Anticipate any significant changes to the budget for unexpected expenditures.
   
i) Create and maintain capital expenditure documentation including fixed assets (after completion of the Building on Higher Ground)

3. **Finance Contributions**
   a) Coordinate with the *Contributions Recording Clerk* the list of fund codes.
   
b) Assist the *Contributions Recording Clerk* with preparation of reports and charts for the Stewardship Letter and Annual Meeting.