



Job title	Accountant
Reports to	Business Administrator

Job Summary/Purpose

Safeguard finances and financial records, assuring accuracy and timely recording of all transactions by utilizing internal controls and checks. Prepare payroll, monthly financial statements, weekly deposits, and serve as a resource to Staff and Church Members, with minimal supervision.

Duties and responsibilities

Fund Receipts, Accounting, and Disbursement:

- Receipt, counting, recording, and depositing all church funds
- Record pledges made for operating and other funds
- Post pledged, non-pledged, and other contribution receipts
- Prepare and mail quarterly (and 11/30/xx) contributions statements
- Oversee the acknowledgment of memorials and honorarium receipts (to donor and/or family/honoree)
- Bank drafts: prepare and initiate member pledge drafts and disbursements drafts
- Payables: record and pay approved monthly invoices
- Check requests: issue checks per approved request
- Petty Cash: maintain, disburse, and reconcile petty cash. Replenish as necessary

Accounting:

- Maintain General Ledger and Chart of Accounts
- Prepare and post Journal Entries
- Prepare monthly Income Statement and Balance Sheet for the church, WPS, and kitchen
- Answer questions and prepare reports for staff members and church members as requested
- File semi-annual sales tax refund forms



- Schedule and assist CPA with review

Payroll and HR:

- Calculate time worked for hourly paid employees
- Record time worked for church staff, WPS, kitchen, childcare (and others as necessary)
- Enter payroll information for transmittal to payroll service; distribute paychecks
- Maintain employee payroll records and deductions
- Prepare “manual” checks for those paid on 1099 basis
- Address and answer payroll and HR questions and concerns from employees
- Distribute W-2s and 1099s at year-end

Finance and Finance Committee:

- Prepare and maintain monthly Financial Statements and distribute to committee members
- Prepare financial reports as requested for Finance Chair, Committee Members, or others

Stewardship:

- Assist in the preparation of stewardship materials
- Mail stewardship materials
- Record pledges made for operating and other funds

Miscellaneous:

- Maintain Server
- Answer phones as needed
- Maintain the Parish Nurse Ministry accounting records; process payments and deposits

Any other tasks or projects assigned by the Business Administrator which may supplement these duties; and further the mission of the church.



Qualifications

Education: B.A. or B.S. in Accounting

Specialized knowledge: Non-profit accounting; Desirable: Working knowledge of Shelby Systems Financial/Membership software.

Skills/Abilities: Attention to detail; deadline-oriented; self-starter; ability to maintain strict confidentiality; time management; data entry management and accuracy; general math skills; basic working knowledge of essential office equipment

Personal Characteristics: Must be friendly, personable and honest.

Experience required: At least two years experience as lead accountant in a non-profit setting, or similar experience

Professional certification: B.A. or B.S. in Accounting

Working conditions

Monday – Friday; 8 am – 5 pm; 40 hours per week, with few exceptions,(usually due to monthly Finance Committee meetings scheduled in the evenings).

Physical requirements/Essential Functions

Extended time sitting; working in front of a computer monitor