# Staff Accountant

## I. Purpose

To serve the church by providing accurate accounting and appropriate business records.

## II. Organizational Relationship

The Staff Accountant reports to the Chief Operating Officer.

## III. Responsibilities – Accounting

1. Maintain appropriate, accurate and timely accounting records, such as:
   a. Monthly income statement and balance sheet for church, Preschool and Foundation financials
   b. Bank accounts – monthly reconciliations and daily Positive Pay approval
   c. Investment and loan accounts
   d. General ledger, Dedicated Account reconciliations
   e. Month-end and year-end close
   f. Property Tax returns

2. Payroll
   a. Maintain accurate and appropriate employee records
   b. Maintain accurate and appropriate payroll records
   c. Process monthly payroll using 3rd party service
   d. Administer compensation and benefits, including health plan, flexible spending account, health savings account, retirement plan, disability and wellness program
   e. Coordinate the production and delivery of year-end tax forms including Form 1099 NEC and Form W2

3. Receive mailed invoices, code invoices for AP entry

4. Assists with the preparation and development of the fiscal year budget and monitoring monthly expenses

5. Works with the Finance Manager in the counting of offerings, the preparation of the bank deposits and the accounting for contributions into Planning Center.

6. Being a steward of the key financial processes, by
   a. Maintaining process documentation
   b. Identifying opportunities for improvement

7. Perform other duties as assigned and required

# Staff Accountant

Hours: 20 hours per week

**Desired Skills:**

- Servant heart
- Good people skills
- Solid technical skills, Accounting / Finance Degree required; 1-5 years of significant relevant experience required.
- Computer/Software proficiency – Accounting software, Microsoft Office 365
- Attention to detail
- Ability to deal with sensitive financial information in a confidential manner
- Curiosity
- Initiative