



Position Description February 2023

Position Title: Staff Accountant

Reports to: Director of Administrative Ministries

Summary:

This is a regular, full time non-exempt position. This position will work closely with the Church and School Finance Team on the accounting operations and reporting for the Church, School and Foundation.

Duties and Responsibilities:

Payables:

Processing and payment of all bills; (Purchase requisitions, purchase orders, contractual obligations, petty cash, credit cards and open vendor accounts)
Verify accuracy of check requests and invoices
Prepare and disburse checks from the church and school bank accounts
Maintain records including check copies, original support and relevant computer-generated reports
Process recurring payments, eg. mortgage, insurance, benevolence, etc.
Prepare monthly check requests for outgoing benevolence received from offerings
Track and submit use tax

Accounting:

Record journal entries related to accounts payable and cash disbursements
Record miscellaneous cash receipts (non-contributions)
Allocation of postage, insurance, maintenance to TK-6 School, Early Childhood Center, and Foundation
Record and reconcile receipts from fundraisers of various ministry teams
Assist with bank reconciliations

Payroll Administration:

Bi-weekly payroll processing for the church, ECC and Elementary School
Accuracy of time off balances
Assist in onboarding new employees by advising them on payroll system logins and use, reviewing Handbooks, and other training as needed

Benefits Administration:

Calculate the cost of health care for full time employees for open enrollment or new hires
Advise new employees on benefits enrollment
Enroll new employees and maintain enrollment status for all employees
Ensure accuracy of Portico billing

Document Maintenance

Update teacher work agreements for ECC and elementary teachers annually
Ensure adherence to file checklists as directed by the Administrator of Administrative Ministries

Other Duties as assigned, including

Record weekly attendance and offering numbers
Coordinate with team members team members on their credit card statements and expenses for the general ledger

Qualifications:

Education or Experience in accounting or bookkeeping
Basic understanding of accounting practices and internal controls
Strong attention to detail with a high degree of accuracy
Good working knowledge of Excel
Shelby Systems church management software a plus
Active, demonstrated faith

Work Environment:

This position will function in a typical office environment, utilizing a personal computer, telephone, and other office equipment to perform the necessary job duties.
Must be able to lift 15 pounds occasionally
Repeating motions that may include the hands, wrists and/or fingers

Pay Range: \$20/hr to \$25/hr