

<b>JOB TITLE:</b>	Church Accountant
<b>FLSA STATUS:</b>	Non-Exempt. Full time.
<b>REPORTS TO:</b>	Church Business Administrator.
<b>SUPERVISES:</b>	N/A
<b>ATTENDS:</b>	Staff Meetings, other meetings as requested.
<b>JOB ROLE:</b>	The Church Accountant is responsible for all accounting operations of Second Presbyterian Church (Church and Preschool). Position reports to the Church Administrator, except when it comes to accounting policy, internal control, and reporting issues, which will be decided by the Finance Committee and Treasurers. Accounting is done in accordance with Generally Accepted Accounting Principles. The platform is Fund Accounting.
<b>REVISION DATE:</b>	June 25, 2024

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**MAIN DUTIES AND RESPONSIBILITIES:**

**Revenue**

1. Process all receipts & donations received from the weekly church offering, by mail, and online. Reconcile receipts processed with tapes submitted by Church Administrator.
2. Process donations twice a month (1st & 15th) via ACH.
3. Post monies received to member accounts and post receipts to appropriate account, fund, or other designation.
4. Prepare deposit and forward to bank in a timely manner.
5. Prepare member donation statements and mail/email quarterly and at year end.

**Accounts Payable**

1. Process properly approved and documented requests for payments from staff, members, and suppliers. Verify account coding and file documents supporting disbursement.
2. Process quarterly benevolence payments as directed by Service & Outreach Committee.
3. Prepare and issue checks weekly in accordance with church policy. Checks are signed by Treasurers, representative of Finance Committee, or Church Administrator.

**Payroll**

1. Process properly approved bi-weekly payroll for church and preschool employees through payroll vendor, print reports, and prepare payroll journal entries.
2. Setup new employees, maintain changes to employee addresses, tax filing status, and direct deposit.
3. Submit 403(B) contributions on a monthly basis.
4. Review and compare monthly BOP invoice to previous month. Notify Church Administrator of any unusual or unexpected changes.

**Month End Closing and Reports**

1. Process journal entries as needed (i.e., transfers between accounts, depreciation, investment income, credit card expenses, etc.).
2. Coordinate appropriate month end cutoff with Treasurers or Finance Committee Chair.
3. Prepare monthly church & preschool financial statements (Balance Sheet, Operating Statement and Fund

Reconciliation). Update Designated Funds reports as needed and at yearend reconcile and update all Designated Funds reports.

4. Reconcile bank statement monthly.
5. Send monthly expense reports to appropriate committees.
6. Forward month end reports to appropriate staff, committees, and the Session.

### **Preschool**

1. Process preschool payments received via direct deposit, check, or cash. Record preschool income in accordance with Preschool Director and/or Assistant Director's direction.

### **Membership/Facility Management Software**

1. Become proficient in accessing and updating appropriate systems in church membership management software, Realm.
2. Electronically file all bills to the appropriate vendor in Realm.
3. Ensure that all project costs are entered into facility management software, called eSPACE, and electronic copies of invoices filed according to the appropriate project.
4. Keep track of monthly energy usage in eSPACE and assist in preparing reports for the Green Ministry Team.

### **Miscellaneous**

1. Assist with yearly review by outside accountants, budget preparation, stewardship campaign and annual report preparation.
2. Respond promptly to emails and correspondence.
3. Work with Church Business Administrator and Finance Committee on internal control.
4. Communicate regularly with Finance Committee Chair and Treasurers.
5. Attend Finance Committee meeting, as needed.

### **QUALIFICATIONS AND SKILLS:**

- Associate degree in accounting.
- At least two years of work experience in accounting or equivalent work experience.
- Strong computer skills.

### **CORE COMPETENCIES:**

Keeps records current and accurate, proactive problem solver, results oriented, meets deadlines, works with minimal supervision, very strong organizational skills, handles confidential matters appropriately, exhibits a helpful attitude, attentive to member and staff questions, keeps Church administrator, Finance Committee Chair, and Treasurer current on issues needing attention.

**Integrity and Trust:** Is seen as trustworthy by others, practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Informing Others:** Provide the information people need to know to do their jobs well; help people understand the information and knowledge and its relevance to the task at hand; is timely and transparent with the sharing of information.

**Technical Expertise:** Acquire and demonstrate the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seek to develop those skills.

*This job description should not be construed to imply that these requirements are exclusive and limiting standards of this position. This description is a summary and not an exhaustive attempt at covering every activity and task required of the position. The incumbent should be able to react to change and be capable of handling other tasks and responsibilities as assigned.*

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**Job Type:** Full-time.

**Expected Hours:** 30–32 per week.

**Benefits:**

- 403(b) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Health insurance
- Paid sick time
- Vision insurance

**Experience Level:** 3 years.

**Schedule:** Monday–Friday.

**Education:** Associate (Preferred)

**Experience:**

- GAAP: 1 year (Preferred)
- Accounting: 1 year (Required)
- Organizational skills: 1 year (Preferred)

**Work Location:** In person.

***Interested candidates should email their resume or LinkedIn profile to [admin@spres.org](mailto:admin@spres.org).***