



Accountant Position Description

POSITION SUMMARY

The accountant's overall responsibility is for accounting, record keeping and financial reporting for the Church. The accountant will collaborate with church elders, members and staff to provide the necessary financial reports and information for committees, church projects and staff budgets.

RESPONSIBILITIES

Weekly

- Prepare and maintain all church accounting journals, ledgers, reconciliations, statements and reports
- Responsible for the processing, depositing, recording and disbursement of all church monies in accordance with established accounting principles, policies of the church and government regulations. Assure vendor list and contributor lists are current and complete
- Attend staff team meetings and grow in Christ with us
- Prepare employee payrolls. Enter data for compensation, withholding and personal identification to Paycor. Manage and update as needed.
- Oversee and implement the processing of invoices, writing and mailing checks, and invoice filing
- Respond to donor requests for information about their personal giving
- Complete requests for money transfers by bank wire according to Trinity policies
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Monthly

- Oversee all bank accounts and banking transactions. Maintain accurate and up to date records of all financial transactions and prepare bank reconciliations for various accounts
- Prepare and review financial statements and accounting records of all church departments
- Provide required and other pertinent financial information and analysis to the Executive Director, Finance Elder and appropriate program and pastoral staff

- Prepare monthly report of general fund income vs. spending income to the congregation via the weekly email
- Recruit, train and manage volunteers to serve on the counting team, assisting their activity to assure contributions are recorded accurately

Annually

- Compile all required financial documents for annual audit, working with the auditors throughout the process
- Organize and manage the preparation of all tax filings for the church and make sure all governmental tax filing obligations are met
- Prepare annual giving statements for donors
- Reconcile and close books for each Fiscal Year by the end of the 2nd week of July
- Maintain pooling and investment fund schedules
- In collaboration with Lead Pastor, Executive Director and Finance Elder draft annual budget for Session's Finance Committee and assist in preparation of annual financial reports for the Congregation
- Apply innovative methods, techniques and practices to improve the financial documentation and reporting process, including training others in new practices
- Participate in cost/benefit decision making when requested by pastoral or program staff or elders

QUALIFICATIONS

Relational and Communication Skills

- Good interpersonal skills
- Attentive listener
- Ability to articulate in a clear manner accounting information and instruction

Professional Characteristics

- Possesses and applies a broad knowledge of accounting principles, practices and procedures to the completion of assignments
- High proficiency in computer skills, including Word and Excel
- Understand or quick study of Realm database technologies

Position Title: Accountant

Classification: Part-Time, 30 hrs/wk

Accountable to: Office Manager, Executive Director, Senior Pastor, Elder of Finance

Education: Bachelors of Accounting Degree; Minimum 4 years in related field