

## **Church Accountant**

### **Job Specifications**

#### **General:**

The Glen Mar mission is to praise God, to make disciples, and to serve the world. Staff members are leaders called to be examples to the rest of the church and are held to higher standards. Staff members model the values of constructive, positive relationships, caring and courtesy for all persons, and humility as servant leaders. Staff sets the tone and pace and has a significant role in shaping the heart and character of the entire congregation. It is vital that we walk the path together by actively encouraging wholeness in personal, physical, emotional and spiritual health for each. Spiritually healthy leaders will produce a spiritually healthy church. To achieve these goals staff members are expected to pursue a disciplined lifestyle that is demonstrated by positive character and behavior, expectation and evidence of belief that God is alive and acts in today's world, and considered actions that conform to denominational standards of practice.

#### **Definition:**

Under general supervision of the Minister for Operations, occupant of this position maintains general ledger, accounts payable ledger, and payroll and applies principles of accounting to provide financial information for decision and to prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

#### **Duties and Responsibilities:**

Maintain ledgers in complete, accurate and timely manner. Includes monthly and annual closings and other generation of accurate reports.

Compile and analyze financial information to recommend entries to accounts and to document church transactions. Prepares budget, revenue, expense, payroll entries, invoices, purchase orders, and other accounting documents.

Identifies problem accounts where revenue is not supporting expenditure requests and recommends timely action to endure expenditure control.

Prepare financial statements and perform regular period reporting, monthly, quarterly, annually, or as needed.

Assist in establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures.

Assist in development, analysis and review of budgets and expenditures for operating, capital, and endowment fund.

Supports core ministry staff with questions concerning their ministry area, reviews direct requests with their supervisor, and refers action to Minister of Operations prior to general ledger account adjustments that affect the budget.

Reviews all statements against authorizations and purchase documentation prior to payment.

Resolves accounting discrepancies.

Presents payables checks for approval so that due dates considered.

Processes payroll, including prescribed benefit packages, vacation and sick leave for employees.

Administers employee benefits, notifying employees of eligible benefits, provides required forms and processes forms to appropriate agencies.

Assists with denominational reports and payments to the Baltimore-Washington Conference.

Assists in development of document recordkeeping and accounting systems and maintains files and records.

Supports internal and external auditors in completing reviews and/or audits.

May performs similar support functions to the early learning center.

Other duties as assigned.

**Knowledge, skill, and ability:**

Knowledge of finance, accounting, and budgeting normally acquired through a combination of completion of a Bachelor's Degree in Accounting and on the job experience in the finance and accounting. Minimum requirement is Associate's degree with demonstrated proficiency in accounting and progressively responsible positions spanning a minimum of 5 years.

Knowledge required to maintain tax exempt status of the church.

Knowledge and ability to maintain accounting records in compliance with Generally Accepted Accounting Principles (GAAP).

Knowledge of computers sufficient to set up systems or function, enter data or process information, with experience with ACS software a plus. Knowledge of state and federal regulations for best practices compliance.

Ability to communicate effectively when providing information to supervisors, peers, or lay persons by telephone, in written form, email, or in person.

Ability to organize, plan, and prioritize work.

**Special requirements:**

Maintenance of confidentiality of personal information and work in progress, as assigned.

This kind of work requires willingness to work a flexible schedule. May require occasional weekend and/or evening work.

**Reporting:**

**This fulltime non-exempt salaried position reports to, and is evaluated by, the Minister for Operations, Glen Mar UMC.**