

Church Accountant

With general supervision, maintains general ledger, accounts payable ledger, payroll journals and applies principles of accounting to provide financials and reports for decision-makers in large church. Compiles financial information, prepares profit and loss statements and uses appropriate accounting control procedures. Reports to the Minister for Operations.

Knowledge, Skills and Abilities: ability to communicate clearly and effectively in person, digitally and in written reports; ability to organize, plan and prioritize work; 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. Minimum requirement is Associate's degree with demonstrated proficiency in accounting and progressively more responsible positions spanning a minimum of 7 years; knowledge to maintain tax exempt status of the church; knowledge and ability to maintain accounting records in compliance with Generally Accepted Accounting Principles (GAAP); comfort with computers and ability to learn programs sufficient to setup systems or function, enter data or process information, extract reports; knowledge of ACS Church management accounting system a plus; knowledge of state and federal regulations for best practices compliance and maintaining the church in good standing. Personal qualities: gets along well with others, trustworthy and able to keep confidences. Works mostly regular day time hours with occasional weekend or evening meeting.

Job Requirements: Maintains ledgers in complete, accurate and timely manner whether, monthly, quarterly and or annual closings. Documents church expense transactions. Supports budget development, purchase orders, invoice reconciliation to shipping and statement, payments by credit card or check to meet due dates, identifies problem accounts or billings and recommends timely action. Prepares financial statements and performs regular period reporting monthly, as needed and annually for reviewers. Resolves accounting discrepancies, Records payroll journal entries and those of monthly payments between departments. Supplies information for record of used leave and proper amounts of leave at the start of the year. Supplies new employees with enrollment forms for medical and pension at the appropriate times, and maintains files and accounting records. Works with operating, capital, and child development budgets which are parts of the church. Performs other duties as necessary.