

## **POSITION: ACCOUNTANT/ANALYST**

**REPORTS TO: ASSISTANT DIRECTOR OF FINANCE**

**STATUS: FULL TIME**

**DIRECT REPORTS: NONE**

### **SCOPE**

The accountant/analyst works at the discretion of the Assistant Director of Finance. We desire accuracy and compliance in reporting of all financial information such as budgets, financial reporting, general ledger account reconciliations, payroll, accounts payable, fund balances, giving records, and 403B, Chapel Endowment and Worker's Comp reporting.

This position has shared responsibility for the duties and responsibilities listed below.

### **Duties and Responsibilities**

#### **Banking and Investments**

- Statement Reconciliations
- Electronic Transfers
- Journal Entries
- 403b Retirement
- Endowment
- Reporting

#### **Financial Reporting**

- Revenue and Expense
- Balance Sheet
- Fund Balances
- Offering
- Fixed Assets
- Attendance
- Finance Committee
- Board of Trustees

#### **General Ledger**

- Account reconciliations
- Account reclassifications
- Department and account transfers

#### **Payroll**

- Payroll Backup
- Journal Entries
- 941 Reconciliation

#### **Budgeting**

- Provide support as needed by Director of Finance and campus management

### Accounts Payable

- Check writing for all campuses
- Process purchase orders and invoices for Akron and small campuses
- Process ACH and wire transfers
- Credit Card Program

### Accounts Receivable

- Offering - Online, Cash, and Checks
- Receipts – Online, Cash, and Checks

### Fixed Assets

- Physical Inventory
- Additions and Disposals

## EDUCATION AND QUALIFICATIONS

- B.S. in Accounting or related field
- 3+ years of experience in accounting

## SKILLS AND SPECIFICATIONS

- Must be confidential
- Must be able to work with a high level of accuracy
- Must be a self-starter and able to work independently
- Must be able to adhere to set deadlines
- Must be able to handle pressure well
- Should be a strong communicator
- Must be well organized
- Intacct Financial Software
- MS Office Suite – Excel, Word, Etc.
- Online Banking
- Church Community Builder (CCB)