

Job Title: Church Accountant
Reports to: Lead Elder and Church Treasurer
Position Status: Part-Time (20-30 hours/week)

Position Summary:

The Church Accountant is primarily responsible for processing and recording contributions made to the church and insuring prompt payment of any church obligations. In addition, this position maintains employee records related to new hires, terminations, and paid time off. Support is provided when needed for budgets and preparation of financial information. Other duties as assigned by the Lead Elder.

Qualifications:

- A person of Christ-like character
- In agreement with the vision, values, strategies, and measures of Foothills, as well as our doctrinal statement, The Baptist Faith and Message 2000, and Staff expectations
- Pleasant and professional manner
- Organizational, communication, and problem-solving skills
- Integrity to handle confidential information
- Basic knowledge of accounting principles
- Associates Degree or equivalent experience
- Experience with QuickBooks financial systems
- Working knowledge of Microsoft Word, Excel, and Outlook

Job Responsibilities:

- Process all accounts payable in a timely manner and maintain accounts payable records in QuickBooks
- Record contributions weekly in Fellowship One
- Reconcile any church event cash received and prepare deposits
- Provide congregation with individual contribution records annually
- Maintain banking relationships
- Reconcile bank statements monthly and obtain Church Treasurer approval
- Post transactions to QuickBooks monthly and maintain general ledger account maintenance
- Maintain employee records for all paid time off
- Maintain employee new hire and termination records
- Provide time worked information weekly to outside accounting firm for payroll processing
- Maintain relationship with outside accounting firm
- Coordinate any financial audits or reviews
- Assist with preparation of annual church budget
- Prepare financial information as requested
- Other duties as assigned by Lead Elder and Church Treasurer