

# Accountant – Job Description

## General Description

In support of the Executive Director of Operations, the Accountant is responsible for the management of church finances and financial business processes. This includes providing timely and accurate processing of weekly offerings and other forms of income, payment processing and recordings of expenditures, oversight of purchasing and expense reimbursement, and QuickBooks account management. The Accountant will also provide monthly financial statements including budget variance analysis and will manage the annual budget process.

## Essential Job Functions

1. Identify and record various offerings and incomes (tithe, benevolence, ministry specific, etc.)
2. Receive, review, record, and pay bills and other expenses as directed.
3. Record bi-weekly payroll in QuickBooks.
4. On a monthly basis, properly record and reconcile chase credit card purchases through Zoho expense software.
5. Maintain accurate detailed workpapers for Prepaid Expenses and Accrued Expenses.
6. Prepare monthly bank reconciliations for operating, benevolence and savings accounts.
7. Complete monthly journal entries to ensure financial statements are on the accrual basis and consistent with generally acceptable accounting principles.
8. Prepare monthly financial statements including balance sheet, income statement, YTD income statement, declining balance report and cash balance report.
9. Attend monthly financial review meetings with the Executive Director of Operations and the Executive Pastor in preparation for monthly board meetings.
10. Prepare year-end financial statements, including year-end workpapers.
11. Work with the outside CPA firm to produce the year-end financial statements.
12. Manage the annual budget process, including maintaining the budget model, providing historical information and assisting Directors with their budgets.
13. Manage W-9's for independent contractors and prepare 1099's annually.
14. File annual report with the Maryland Department of Assessment and Taxation.
15. Perform other duties as assigned.

## Education and Experience

The ideal candidate is an LH partner with a minimum of 3 years experience as an accountant in a church or business environment. A bachelor's degree in Accounting, Finance, or related field is required but extensive accounting/finance experience may be substituted in some cases. This successful individual will also hold a working knowledge of QuickBooks (or other similar software applications), Microsoft Office (including Excel, Word and PowerPoint), and other related applications. Candidates must possess strong communication skills, be comfortable collaborating across ministries and have the ability to meet tight deadlines in a fast-paced environment.

## Compensation

This is a part-time role averaging 25 hours per week compensated at a rate based on experience.