

## Fellowship Job Profile

### Accountant

The Accountant is responsible for all the accounting functions and analysis at Fellowship Church.

#### Primary Responsibilities

The essential functions include, but are not limited to the following:

- Supervises and trains Finance Assistant
- Monitors cash flow on daily/weekly basis, update monthly/annual projections regularly, and deposits cash on a weekly basis
- Oversees Accounts Payables process for appropriate authorization, coding, and timeliness of payments, with the assistance of the Finance Assistant
- Records bi-monthly payroll journal entry
- Completes month end GL close process, including all pertinent journal entries, Income Statement and Balance Sheet schedules and analysis of accounts
- Ensures that structure of GL system (accounts, departments, classes, locations, etc.) is up to date according to church ministries and budget, and handles set-up of user access and authorization level in GL system
- Oversees monthly credit card reporting process for all staff cardholders, with the assistance of Finance Assistant. Also controls credit card limits for each card holder, according to department budgets.
- Provides timely, reliable, and complete monthly financial reports to Executive Pastor and ministry departments. Calculates variances against budget and historical numbers and offers explanations for significant differences.
- Works directly with Executive Pastor in preparing annual departmental budgets, as well as any budget revisions throughout the year.
- Works with external auditors to provide all requested financial information for annual review/audit
- Act as main bank contact, when necessary, for various accounting/banking needs
- Maintains a system of internal controls over all accounting transactions
- Compiles any financial information required for annual reports to congregation, quarterly Board reports or any other communication/report issued
- Produce and send 1099 forms annually
- Remit annual sales tax
- Complete any government forms or surveys requesting financial information
- Maintains an ongoing orderly accounting filing system and a clean, safe, and unobstructed workplace environment.
- Documents accounting policies and procedures.

## Qualifications

- Maintains a practice of personal devotions and a Christ-like lifestyle and family life
- Signed Statement of Faith
- Continual focus on supporting positive relationships; treating people with dignity, compassion, and respect
- Active membership and regular attendance at a Bible believing like-minded church
- College degree in accounting preferred
- Minimum 3-5 years of experience in general accounting/finance, including in-depth understanding of the month-end close process and various financial reports
- Flexibility with the ability to increase output during busy seasons
- Works well under time deadlines
- Strong analytical and problem-solving skills
- Works independently with little or no supervision
- Self-starting and proactive
- Ability to recognize and maintain confidentiality of information as appropriate
- Willing to contribute to a harmonious team effort
- Strong organizational skills and detailed oriented
- Strong interpersonal and communication skills with the ability to work effectively with a diverse staff and congregation
- Good written skills
- Basic typing
- Proficient in the Microsoft Windows operating systems, Microsoft Office Suite, Google docs, web, and email use
- General familiarity with how general ledger systems work. A willingness and ability to learn will be required, if not specifically familiar with the Sage Intacct system.

This Full-Time, exempt position reports to the Executive Pastor.