

Accounting Manager

1. Purpose

- a) To coordinate the financial affairs of the church.
- b) To provide financial information and services to the Pastoral Staff and others, as appropriate.
- c) To provide financial information and services to the committees of the Session.
- d) To provide accounting assistance to Community Presbyterian Pre-Kindergarten (CPPK).

2. Qualifications

- a) Accounting degree (AA, BS or equivalent) or a minimum of three (3) years of employment experience in an accounting position.
- b) Familiar with generally accepted accounting principles (GAAP).
- c) Familiar with church or non-profit accounting.
- d) Strong familiarity with church software programs (e.g., PowerChurch and Realm) and QuickBooks.
- e) Familiar with IRS requirements for payroll reporting as well as taxes and fees relative to payroll, workers' compensation insurance and unemployment insurance.
- f) Proficient in Microsoft Word and Excel software applications.
- g) Familiar with online church management software (ChMS) or online contact management systems (CMS).
- h) Familiar with property and other types of institutional insurance.

3. Primary Duties & Responsibilities

- a) All church bookkeeping and accounting procedures as assigned by the Finance Committee, which include:
 - 1) all church bookkeeping and accounting procedures
 - 2) payroll and employee records

- 3) accounts payable
 - 4) accounts receivable, including cash receipts
 - 5) preparing and mailing bank deposits
 - 6) pledge records, including regular statements to members of the congregation
 - 7) keeping records of special gifts, stock conversions and tax listings
- b) Assist the Finance Committee with:
- 1) keeping statistics
 - 2) preparing the income and expense statements
 - 3) preparing budget reports for Session meetings
 - 4) prepare working documents for Finance Committee meetings
- c) Assist the Stewardship Committee with:
- 1) preparing all documents
 - 2) keeping records including pledges
 - 3) keeping all statistics relative to stewardship
- d) Coordinate with the church Administrative Assistant on purchasing, inventory of records and collection of fees.
- e) Provide financial reports to the Pastor/Head of Staff upon request and other financial duties as assigned.
- f) Assist the clerk of the Session with annual reporting requirements for the Presbytery.
- g) Answer the phone and take messages in the absence of the administrative assistant and volunteers.

4. Schedule

- a) Hours of work: 8:30 am – 4:00 pm, Monday through Thursday; 8:30 am – 12 noon on Friday
- b) 30 - 35 hours per week.
- c) Periodic after hour meetings, as required. Hours to be offset with weekly schedule.

5. Accountability

Accountable to Pastor/Head of Staff and, through the Finance and Personnel Committees, to the Session for the performance of his or her responsibilities.

6. Relationships

- a) Reports to and works with the Pastor/Head of Staff.
- b) Works with the Administrative Assistant and arranges time off, vacations and other matters as needed.
- c) Works directly with the chairperson of the Finance and Stewardship Committees.

7. Performance Evaluations

Performance reviews will be conducted annually by the Personnel Committee, a representative of the Finance and Stewardship committees and the Pastor/Head of Staff. The Personnel Committee will annually review compensation and make recommendations to the Session for approval.

Send Resume and Letter of Interest to

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