

# First Friends Church

<b>Title:</b> Accounting Manager	<b>Reports to:</b> Executive Pastor
<b>Department:</b> Office	<b>Subordinates:</b> None
<b>FLSA Status:</b> Non-Exempt	<b>Terms:</b> 12 month at will work agreement, (30to40hrs.wk)

**Position Summary:** Manage the financial records of First Friends Church with accuracy, integrity and confidentiality.

## Key Areas of Responsibility

- Enter all financial transactions in the general ledger. Pay bills weekly.
- Manage church bank accounts, credit card accounts and loan. Reconcile monthly.
- Maintain employee payroll records and process payroll as scheduled.
- Coordinate employee benefits (health insurance & retirement).
- Assist with annual budget preparation.
- Coordinate annual audit/review.
- Prepare financial summary for monthly committee meetings.
- Attend Finance Team meeting and review reports.
- Prepare quarterly financial reports for the congregation.
- File Workers Compensation payroll report and make payments as required. Add or delete self-employed pastoral staff from our account as needed.
- Handle stock transactions and acknowledge non-cash contributions.
- Prepare 1099s for independent contractors.
- Perform year end procedures before financial records are closed for the year.
- Assist the Executive Pastor with projects as requested.

## Qualifications

- Bachelor's degree
- Must be a Christian
- Able to maintain strict confidentiality
- Clean background check
- Strong organizational skills
- Pays attention to detail
- 5 years of accounting experience
- Computer skills, Excel and church software experience.