

**Accounting Specialist**  
**FLSA Status: Non-Exempt**  
**Reports to Executive Administrative Pastor**

## **SUMMARY OF RESPONSIBILITIES**

The Accounting Specialist supports accounting operations for NewSpring Church by processing accounts payable, credit card processing, and the generation of routine reports conforming to generally accepted accounting principles and regulatory requirements.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

## **ESSENTIAL DUTIES**

- Accounts Payable Processing (app. 50%)
  - Codes invoices for payment.
  - Schedules coded invoices for payment with banking establishment.
  - Processes coded invoices for payment by check.
  - Enters all debits from bank into financial software.
  - Scans documents for electronic storage and files all documents.
  - Uploads EFT payments.
  - Processes monthly missions giving.
  - Processes vendor W9 and 1099 forms.
- Financial Reports (20%)
  - Prepares financial reports for trustee meetings.
  - Prepares weekly reports for accurate accounting of the childcare ministry.
  - Prepares monthly reports for NewSpring postage usage.
  - Prepares weekly contribution reports and verifies bank deposits.
- Ramp Credit Card Processing (app. 15%)
  - Transacts Accounts Payable credit card payments.
  - Reviews credit card transactions for monthly import into financial software.
  - Creates Ramp credit card import.
- Contributions and NewSpring Store back-up (app. 10%)
  - Prepare contributions for entry.
  - Prepares cash deposits for pick up as needed.
  - Assists with reviewing and mailing year-end tax statements to contributors.
  - Assists with NewSpring Store inventory, shift coverage and cashier responsibilities, as needed.
- Assists with administrative tasks as needed (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

## **EDUCATION/TRAINING**

- Bachelor's degree in Accounting or Finance preferred.

## EXPERIENCE

- A minimum of 5 years of accounting and related administrative experience.

## REQUIRED SKILLS

- Accuracy and report generation skills.
- Excellent analytical and critical thinking skills and the ability to translate analytical findings into actionable solutions.
- Proficient computer skills—comfortable accessing information and using programs on multiple operating systems.
- Proficiency in Microsoft Excel with the ability to quickly learn accounting software application.
- Solid demonstration of finance and accounting processes and best practices.
- Detail-oriented.
- Organizational and time management skills.
- Ability to relate to the public—having a friendly and engaging personality.
- Knowledge of cash management practices.

## PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, finger dexterity, and near vision.
- Must be able to lift 10-15 pounds.

## WORKING CONDITIONS

- This position works primarily indoors.