

Accounting Specialist (Church/Nonprofit)

Part-Time • Onsite • Prairie Village, KS

ABOUT THE OPPORTUNITY

Hillcrest Covenant Church is seeking a detail-oriented and trustworthy Accounting Specialist to steward the financial operations of our vibrant, mission-driven congregation. This is more than a bookkeeping role; it's an opportunity to directly support a church community that pursues new life together in Jesus, invests 20% of its budget in local and global mission, and is deeply committed to transparent, excellent stewardship of every dollar entrusted to us.

If you thrive in an organized, collaborative environment and find purpose in work that makes a real difference, we'd love to hear from you.

ABOUT US

Hillcrest Covenant Church exists to pursue new life together in Jesus. Our desire is to follow Jesus in discipleship, welcome everyone into community, and love all people through intentional outreach and service. We are active in the Kansas City area through Mission Adelante, Freedom Fire Ministries, Briarwood Elementary, and other organizations. The church supports international work through many different missionaries and partners. These partnerships are grown as Hillcrest gives 20% away for mission. We seek to maintain excellent stewardship and transparent accounting for all that is given to the church.

Mission: To Know Christ and make Him known

Vision: Pursuing new life together in Jesus



POSITION DETAILS

Reports To: Lead Pastor

Schedule: Monday–Thursday, hours between 9:00 AM – 3:30 PM (20–26 hours/week)

Type: Part-Time, Non-Exempt, Hourly

Location: Onsite, Hillcrest Covenant Church, Prairie Village area

Benefits: PTO eligible; compensation commensurate with experience

KEY RESPONSIBILITIES

- **Financial Management & Accounting** — Maintain the church's books in QuickBooks, including bank reconciliations, journal entries, budget tracking, and investment-account records.
- **Donation & Giving Administration** — Process all contributions (check, cash, and online), maintain individual donor records, generate semi-annual giving statements, and serve as the primary contact for member giving inquiries.
- **Accounts Payable** — Process invoices and check requests, coordinate payment approvals with the Treasurer, and manage online bill-pay and recurring mission-support payments.
- **Payroll Support** — Run bi-weekly payroll, maintain timesheets and PTO records, manage confidential personnel files, and handle new-hire onboarding paperwork.
- **Benefits & Retirement Administration** — Administer employee benefits, retirement contributions, annual open enrollment, and related insurance reporting.
- **Credit Card Oversight** — Monitor the church VISA program, distribute and reconcile monthly statements, and maintain cardholder compliance.
- **Reporting & Compliance** — Prepare monthly financial reports for leadership, complete fiscal and calendar year-end procedures, coordinate the annual CPA review, and maintain non-profit filing requirements.
- **Office & Administrative Support** — Process mail, maintain organized filing systems, order supplies, answer phones, attend weekly staff meetings, and assist with general office operations as needed.

WHAT YOU BRING

Required

- A minimum of 5 years of bookkeeping and/or accounting experience (non-profit or church setting strongly preferred)
- Proficiency with QuickBooks and a solid understanding of accounting principles
- Experience with payroll processing, benefits administration, and online banking/payment systems
- Exceptional attention to detail, organizational skills, and ability to manage multiple priorities
- Strong integrity, discretion with confidential information, and commitment to ethical financial practices
- Proficiency with Microsoft Office 365 (especially Excel) and willingness to learn new systems
- Alignment with the mission and values of Hillcrest Covenant Church

Preferred

- Associate's or Bachelor's degree in Accounting, Finance, or related field
- Familiarity with non-profit accounting, tax-exempt regulations, and church management software



PHYSICAL REQUIREMENTS

This role involves extended periods of seated computer work and detailed financial tasks. Occasional lifting of boxes up to 25 lbs may be required for filing and archiving. Manual dexterity for typing, document handling, and operating standard office equipment is essential.

HOW TO APPLY

Interested candidates should email the following materials to info@hillcrestcov.org with the subject line "Accounting Specialist Application":

- Current resume detailing relevant work experience
- Cover letter explaining your interest and how your qualifications align with the role

Applications are reviewed on a rolling basis. Qualified candidates will be contacted for an interview.

Equal Opportunity Employer: Hillcrest Covenant Church provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or any other protected class in accordance with applicable laws.

This posting describes the general nature and scope of work. Duties may be adjusted at any time with or without notice.