# Staff Accountant/Bookkeeper
# Point Loma Community Presbyterian Church

**Our Vision**

*Loving Everyone to LIFE with Everything We Have*

**Our Mission**

*Through authentic community we seek to Experience Jesus,*
*Journey into Deeper Faith, Strengthen the Church, and Transform the World.*

## POSITION DESCRIPTION

Title: Staff Accountant/Bookkeeper
Reports to: Director of Operations
Works with: Members, Ministry Staff, and Volunteers
Relates to: Treasurer, Pastor, and Session through Finance and Audit Committees
Classification: Non-exempt, 20-25 hours per week
Payment: $30-$35 per hour

## JOB DESCRIPTION

Responsibilities include, but are not limited to the following:

**Accounting**

1. Input and maintain accounting entries, per GAAP accounting procedures
2. Create and maintain appropriate & accurate accounting records including but not limited to: General Ledger, Trial Balance, Monthly Income, Balance Sheet and Cash Flow statements for both church and Preschool, Bank Statements, Investment and other special accounts records.
3. Process and record cash receipts in church CRM and accounting softwares. Record and reconcile online receipts from church and Preschool portals
4. Process accounts payable and check requests, verify receipts and invoices, in a timely manner.
5. Update & maintain PayChex payroll database, process bi-weekly payroll, including cash transfer request, and GL entries in accounting software, balance period-end reports and reconcile to bank statements, support onboarding of new hires and exiting of staff
6. Review or prepare year end tax documents, including but not limited to 1099s

**CRM Maintenance and Support**

1. Maintain member accounts in CRM database
2. Prepare and mail quarterly giving statements to donors
3. Post receipts in CRM and GL
4. Support Stewardship campaign recording pledges, follow up as required to verify pledges, provide pledge and recurring online giving updates as required
5. Assist in reviewing new online/CRM accounts to determine member/guest status, Assist with data base maintenance, corrections, efficiencies
6. Reconcile online / CRM sync errors
7. Assist members with giving questions

**Month End and Ongoing Reports**

1. Prepare and provide budget and/or giving reports to Ministry Leaders (staff, elders, chairpersons)
2. Receive and provide updated investment statements to Endowment treasurer

3. Assist with record keeping of volunteer and staff background checks, and training

**Audits**

1. Compile and deliver information as required for Accounting and Workers Comp including but not limited to accounting records, pledge cards, bank and investment statements, payroll records
2. Assist in answering and updating procedural questions and guidelines

**Miscellaneous**

1. Assist in Preparing labels for mailings, updating postage in meter, processing bulk mail with Post Office
2. Cover Front Desk phones and duties as needed
3. Other duties as assigned by Director of Operations or Head of Staff

**Accountability and Evaluation**

1. Reports directly to Director of Operations
2. Performance and terms of employment are reviewed by the Director of Operations after the first 90 days and annually thereafter.

**Qualifications**

1. Maintains a positive and professional demeanor
2. Guards the confidentiality of member, guest and staff information
3. Proactive self-starter with strong research and problem solving skills
4. Comfortable working with members, staff, suppliers, and volunteers
5. Proficient in computer use, including but not limited to; Word, Excel, Google Docs, Accounting, CRM and Payroll software, ParishSoft, Simple Church and PayChex a plus
6. Organized, flexible and detail oriented
7. Dependable with good communication skills via email, in-person, text, and phone.
8. College degree in Accounting, Finance, Business, or equivalent work experience

## POSITION SPECIFICS

- Reports to: Director of Operations
- Classification: Non-exempt, 20-25 hours per week.
- Pay Rate: $30-$35 per hour (depending on experience)
- Employment is contingent upon a satisfactory completion of a background check (including an investigation with the State and Federal authorities regarding any history of criminal activity), livescan fingerprinting, and personal and professional references.