

ABOUT THE CHURCH OF ST. JOHN THE DIVINE: The Church of St. John the Divine is a vibrant Episcopal Church centrally located in Houston, Texas. Founded in 1940, St. John the Divine has a membership of over 4500 people and offers six worship services each Sunday. We place high value on being a warm and welcoming community of Christians with varied backgrounds committed to "Changing Lives for God in Christ". Our vision is to *Gather* in Christ, *Grow* as disciples, and *Go* on mission. St. John the Divine seeks to be a place of belonging for people wherever they are in their faith journey.

Principal Functions: The Accounting Specialist will serve as a key member of the financial team and perform high-level accounting work, including General Ledger, Accounts Payable, and Contributions Management to ensure that the monthly financial process is completed in a timely manner. The Specialist will need to complete all tasks in a timely and accurate manner and be responsible for adhering to all applicable laws and practices. This is a full-time, exempt position.

Responsible to: Chief Financial Officer

Qualifications for the Position:

- Advanced knowledge of accounting requirements and principles.
- Excellent attention to detail and accuracy
- Self-starter, capable of taking initiative.
- Knowledge of accounting and financial programs as well as Microsoft Office Suite and other office machinery.
- Demonstrated proactive approach to problem-solving with ability to use personal judgment and discretion in decision making.
- Highly resourceful team-player while possessing the ability to work independently and juggle a wide variety of projects.
- Proven ability to handle confidential information with discretion.
- Demonstrated high level of service and responsiveness and ability to adapt to multiple competing demands.
- Knowledge of church accounting practices and non-profit regulations is a plus.
- Commitment to the vision and values articulated by the rector and to the mission and strategic plan of The Church of St. John the Divine and the Episcopal Church.

Education and Experience Requirements:

- Bachelor's degree in accounting, finance, or related field required.
- Minimum of 3 years of experience in a related role.

Duties include but are not limited to:

- Accounts Payable:
 - Process invoices, ensuring accuracy and adherence to internal controls.
 - Review and reconcile vendor statements to ensure timely payments.
 - Maintain vendor files and records.
 - Correspond with vendors regarding payment inquiries and discrepancies.
 - Prepare and process electronic payments and checks.
 - Assist in the month-end closing process related to accounts payable.
 - Manage employee credit cards, ensuring compliance to policies, including receipt submission, etc.
- Contributions Management
 - Accurately record and process all incoming donations and pledges, posting to individual giving records.
 - Enter donation details into the accounting system with precision and efficiency, maintaining an accurate donor database while ensuring confidentiality of donor and ministry partner information.



- Prepare offering collection process for each church service. Process and deposit all received contributions.
 - Communicate effectively with donors and other stakeholders regarding donation-related inquiries, issues, and special requests.
 - Ensure compliance with all legal and regulatory requirements governing charitable contributions, including tax-exempt status and reporting obligations.
 - Acknowledge memorial gifts with communications to both the donors and the deceased's family.
- General Accounting Support:
 - Assist with general accounting tasks as needed, such as journal entries and account reconciliations.
 - Support the finance team during the annual budgeting process.
 - Collaborate with other departments to ensure accurate financial reporting and budget management.
 - Assist the auditors with requests for documentation and assistance.
- Other duties as requested and assigned.