

First United Methodist Church
29 E Walnut Street Lancaster PA 17602

Our Vision is to be a central hub of Christian ministry in Lancaster County and Beyond
Our Mission is to connect people to Jesus Christ and the church, to grow Christian disciples, and to relieve suffering.

We are a Christian community which invites all persons into fellowship, nurtures their relationship with Jesus Christ, and equips them to reach out as ministers to each other, the community, and the world.

The staff members of First United Methodist Church of Lancaster (FUMC), therefore, are persons in ministry. Each member of the staff is a part of the team, and each position description describes tasks which enable the whole congregation to be faithful to God.

TITLE: Accountant

Benefit Status: Non-exempt, part-time

Reports to: Lead Pastor/Finance Committee Chair

Overall Responsibility

The accountant has the responsibility of ensuring the church's operations are recorded and reported using the utmost integrity in addition to Generally Acceptable Accounting Principles and Not-for-Profit Accounting. Duties will include, but not be limited to, responsibility for oversight in the areas of finance and internal control, and coordination with internal and external auditors for the entire ministry. The successful accomplishment of this position supports all of the church's ministries.

Responsibilities

The accountant's responsibilities include, but are not limited to:

- Work with the bookkeeper to record all income and expenses relative to the funds of the church
- Reviews bills and vouchers, prepare all checks for Treasurer's signature, maintain records according to the current pattern
- Review semi-monthly payroll against control documents
- Review journal entries to ensure appropriate documentation is provided
- Monitor cash position
- Review end-of-the-month reports for treasurer, staff, and committee heads

- Reconcile checkbook and bank statements monthly or more often as needed
- Compile quarterly and year-end control totals for payroll
- Work with bookkeeper to ensure W2, 1099 and quarterly tax remittances are correct
- Prepare member statements on a quarterly basis
- Prepare thank you letters acknowledging gifts from members or any monetary gift from a non-member who may not have an envelope number for Treasure signature/review
- Serves as backup to Bookkeeper
- Serve as support person for staff members and chairpersons in regard to their budget balances, expenditures
- Facilitate audit work (including acting as liaison for auditors)
- Maintain church fixed asset records
- Other duties as assigned

Requirements

- High School Diploma/GED
- Undergraduate Degree in Accounting, Finance or Business Administration
- MBA or CPA preferred, not required
- Minimum five years accounting experience
- Ability to support the Vision and Mission of FUMC
- Strong knowledge and ability in financial accounting, control and reporting methods and standards within a non-profit.
- Strong organizational and communication skills
- Strong composition of many of the following spiritual gifts: Administration, Discernment, Wisdom, Leadership, Teamwork and Service
- Adept at building strategic working relations
- Adherence to and communication of First United Methodist Finance Policies and Procedures, Personnel Policies and any others specific to their area of responsibility
- Proficiency with personal productivity tools such as Microsoft Excel, Word, Teams and Outlook and any other software applicable to their area of responsibility
- Computer/Social Media skills

Working Conditions

Benefits: Provided in accordance with Eastern Pennsylvania Conference (elected), First United Methodist Church Personnel Policy

Office Hours: Monday – Thursday (10 a.m. – 4:30 p.m.) not to exceed 24 hours per week

Background Clearances: Ability to obtain and renew clearances as listed:

- Pennsylvania State Police Criminal History Record Check

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/criminal-background-check.html>

- Pennsylvania Child Abuse History Certification
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>
- Federal Bureau of Investigation (FBI) Criminal History Background Check
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting.html>
- Disclosure Statement upon hire

Annual Performance Review: Conducted with Lead Pastor/Finance Committee
Chairperson/SPRC