

Accountant Job Description

Granada Heights Friends Church

15 hours per week

Responsibilities:

- Enter weekly contributions into accounting program and provide personal contribution statements and receipts.
- Maintain financial records
- Manage accounts payable
- Produce monthly financial reports and attend monthly finance committee meetings
- Produce annual contribution statements and mail to church members
- Help the staff and committees construct, estimate, and manage their budgets.
- Process payroll
- Maintain personnel files
- Coordinate benefits for full-time staff

Qualities desired in applicants:

This person would need a background in accounting, preferably fund accounting. The Accountant would need to have a heart for the mission and vision of Granada Heights Friends Church. This person should be able to work well in supporting different teams of people here at the church: Staff, volunteers, finance committee, church members. The Accountant must be a person of strong integrity and able to maintain confidentiality with regards to all financial records at the church. Above all, this person must have a tender heart for Jesus Christ and His mission here on earth.