

OAK GROVE PRESBYTERIAN CHURCH
ACCOUNTANT POSITION DESCRIPTION

Reports to: Head of Staff	Direct Reports: none
Status: Part-time, hourly, non-exempt, average 12-16 hrs/wk	
Date: October 22, 2021	Approved by: Finance & Budget Committee

JOB SUMMARY: The Accountant is responsible for management of Oak Grove’s financial affairs, including the preparation and maintenance of all financial records. The position is responsible for accounts receivable, accounts payable, payroll preparation, accounting records, and all financial reporting. The position may also provide occasional coverage of the Office Administrator’s duties when the Office Administrator is absent.

The Accountant will work in collaboration with staff and volunteers. The Accountant reports to the Head of Staff and receives oversight from the Treasurer and takes direction from the Treasurer. The Accountant meets one evening a month with the Church Budget & Finance Committee. The Accountant will direct volunteers who assist with scanning and other non-financial expertise functions. When acting as the Office Administrator, will work in collaboration with staff and volunteers.

ESSENTIAL FUNCTIONS:

- **Contributions/Receipts**
 - Audits Sunday contributions & records in financial and contribution system.
 - Records contributions and receipts delivered during the week.
 - Contributions (except stock) are via check, cash, ACH, and VANCO credit card.
 - Receives and records stock contributions and sends out letters of acknowledgment.
 - Manages Credit Card transactions.
 - Prepares, reviews and mails contribution statements quarterly.
 - Closes out contribution system annually.
- **Payroll**
 - Summarizes staff semi-monthly (twice per month) payroll for submission to Presbytery.
 - Records payroll records in finance system.
 - Verifies and submits year-end information for W2 preparation with Presbytery.
 - Reviews and delivers W2s on a timely basis.
- **Payables**
 - Receives invoices and statements for purchases and delivers to appropriate Committee Chair for authorization.
 - Manages vendor payables.
 - Maintains General Ledger.
 - Manages 1099 form process
- **Reports**
 - Generates accurate monthly financial statements for Budget & Finance meetings for review and ultimate presentation to Session.
 - Generates system reports for committees as requested.

- Reconciles credit card charges against receipts received.
 - Reconciles investment accounts quarterly.
 - Reconciles banks statements and retains file on previous reconciliation reports.
 - Sends account audit report to each committee during month end process.
 - Prepares year-end financial statement and assists in preparation of the annual report.
 - Closes out Financial System annually.
- **Confidentiality and Communications**
 - Maintains confidentiality of all information obtained in the course of performing the duties of the position.
 - Communicates (in person, telephone, mail, email) with staff and members of the congregation regarding financial issues. Typical questions/requests include pledge information (I forgot what I pledged, am I up to date on my pledge?), how to donate stock, etc.
- **Office Administration**
 - Performs general administrative duties during occasional periods of absence of the Office Administrator.
 - Typical work would include preparing and printing Sunday Bulletins, posting online weekly announcements, updating church calendar, arranging for flower delivery, communicating with staff, volunteers or members of the congregation, and preparing, printing and posting monthly church newsletter.
 - Will need to cross-train to learn the specific duties of the Office Administrator that may need to be performed during occasional absences of the Office Administrator
 - If needed, performing these duties would usually require no more than 3 hours per day, and no more than 10 days per year.

MINIMUM QUALIFICATIONS:

- Four year degree with accounting emphasis, or equivalent experience.
- Demonstrated proficiency with computer technology & software, including but not limited to MS Word, MS Excel, MS Outlook.
- Ability to interact professionally with a variety of people with varying skill levels.
- Will need to cross-train to learn the duties of the Office Administrator that would need to be performed during occasional absences of the Office Administrator.

PREFERRED QUALIFICATIONS:

- Non-profit finance and accounting experience, particularly church finance and accounting experience.
- Experience with Realm, ACS On Demand software.

WORKING CONDITIONS:

- General office environment working at a desk, using a computer for long periods of time.

- Average 12 to 16 hours per week (not including Office Administration duties, if any), with flexible daily schedule.