



# Position Description 2017-18

## POSITION IDENTIFICATION

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**Position Title: Accountant**

Classification:

- Volunteer – approximately 4 hours / wk

## SUPERVISORY RELATIONSHIPS

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**Accountable to: Treasurer and Lead Pastor**

**Directly Supervises: N/A**

## POSITION PURPOSE

## ESSENTIAL DUTIES & RESPONSIBILITIES

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1. Process church payables in QuickBooks, after approval by the Treasurer. Prepare checks to be signed by Treasurer. This should be done at least twice per month such that no payables are considered late.
2. Reconcile the church's offerings through deposits made locally as well as electronically through our vendor partners, and balance the church check book, monthly.
3. Produce financial reports through QuickBooks to include P&L, Actual vs. Budget, Balance Sheet and Current Fund Balances. This should be done no less than quarterly, but preference is every 2 months. Be available for possible of cycle requests based on needs of the church.
4. Process all aspects of church payroll for salaried and hourly staff for direct deposit Bi-Monthly.
5. Assist with preparation of the annual church Financial Ministry Plan (Budget), and adjust QuickBooks annually to reflect such.

## MINIMUM POSITION QUALIFICATIONS

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1. Book keeping and payroll experience necessary
2. Experience with QuickBooks desired, but will train
3. Accountant or CPA preferred but not necessary

## LENGTH OF SERVICE

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2 years – ongoing desire to serve in same capacity. Ample(open) notice required to find and train replacements.

## COMPENSATION

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Volunteer