

CUMC Job Description

Title: Accountant	Date: Feb 2023
Reports to: Treasurer	Status: Part Time, 10 hours per week
Benefits: \$25-\$29 / hour	

Summary of Position:

The accountant is responsible for maintaining up-to-date records of all financial transactions, processing the payroll, and carrying out business transactions as directed by the Treasurer, the Finance Committee, and the Book of Discipline of the United Methodist Church.

Duties & Responsibilities:

Maintains general ledger chart of accounts and sets up new accounts for unrestricted and restricted funds as directed by the Treasurer, the Financial Secretary, and the Finance Committee or required by donations.

Maintains confidentiality of all financial information and maintains security of all records.

Cash Receipts

- Reviews Sunday cash receipts reports from Financial Secretary for proper accounts and records cash receipts on a weekly basis.
- Prints batch reports from Breeze for online donations and records weekly.
- Prints transfer reports from Breeze and records monthly.
- Reconciles monthly fund donations between Breeze and QuickBooks.

Cash Disbursements

- Records invoices for payment after getting approvals as necessary.
- Countersigns check request forms after checking budgets.
- Pays bills weekly to ensure payment before due date.
- Pays temporarily restricted funds as directed.
- Pays apportionment to NIC monthly or as directed by the Treasurer and Finance Committee.
- Pays second mile giving amounts to Northern Illinois Conference.
- Utilizes online payments for utilities and other monthly bills.

Payroll:

- Processes and pays payroll twice monthly utilizing Paylocity.
- Reviews quarterly payroll tax returns prepared through Paylocity.
- Files tax withholding, employee benefits, pension, compensation and other forms in Employee files and answers employees related questions.
- Reviews W-2's prepared through Paylocity.
- Prepares annual nonemployee reports (Form 1099 NEC) for those meeting IRS requirements.

Reports:

- Prepares and posts the monthly financial reports on the website (Finance Committee).
- Prepares and posts financial reports for the Church Council meetings.
- Prepares budget worksheets for annual budget process including current and prior year expenses. Distributes reports to committee chairs.
- Prepares annual statistical report for the NIC in consultation with the Administrative Assistant, Member Volunteer, Treasurer, Financial Secretary, and Lead Pastor.

Additional duties:

- Meets and consults with Treasurer to review reports for meetings.
- Preparation of ad hoc financial statements as requested.
- Submits statements and records for Agreed Upon Procedures conducted by a third party.

Requirements:

- Experience and understanding of general accounting and business procedures and practices.
- Experience in working with a variety of software programs. QuickBooks. Intermediate Excel experience. Ability to prepare payroll through Paylocity website. Ability to prepare 1099's with accounting software.
- Ability to prepare and analyze financial statements.
- Experience preparing annual budgets.
- Availability during daytime office hours – flexibility will be a plus as some times during the year are busier than others.
- Supports the vision of a congregation that welcomes people of all ages, races, ethnicities, cultures, genders, marital status, sexual orientation, gender identities, economic conditions, physical or mental abilities.

Desired:

- Knowledge of not-for-profit laws.
- Knowledge of clergy compensation, pensions and health and welfare plans.

Send your resume to:

Evie Burke, SPRC Chair

evie.burke@onecumc.net