



***Position Overview:***

The Church Accountant plays a crucial role in managing the financial aspects of our church, ensuring responsible and organized disbursement of funds to support the ministry of the congregation. The ideal candidate possesses spiritual gifts such as administration, discernment, giving, faith, and helping, along with a passion for financially supporting the mission of making Christian disciples.

***Qualifications:***

- **Spiritual gifts:** Administration, discernment, giving, faith, helping.
- **Skills and experiences:** Financial acumen, detail-oriented record-keeping, confidentiality maintenance, commitment to the mission, ability to collaborate with individuals and ministry teams.
- **Knowledge:** Understanding of biblical stewardship, revenue source identification, and management of resources.
- **Relationship requirement:** The financial secretary and accountant roles should be held by individuals who are not immediate family members.

***Responsibilities:***

**Disburse all contributions to the local church budget, maintaining accurate expenditure records.**

**Adhere to financial guidelines set by the committee on finance, ensuring total fiduciary responsibility and compliance with governmental tax regulations.**

**Monthly transfer of world service and conference benevolence funds to the conference treasurer.**

**Collaborate with the financial secretary to maintain records of all funds received, with designated gifts managed by trustees as per The Book of Discipline.**

**Provide regular financial reports to the committee on finance, church council, charge conference, and trustees (if applicable), in collaboration with the financial secretary and finance committee chair.**

**Ensure segregation of duties:**

- (a) Approving payments for expenditures.
- (b) Signing checks.

(c) Reconciling bank accounts.

- No individual should perform more than one of these tasks, and individuals related to one another should not perform any two or more of these tasks.

Accountability to the charge conference through the church council, employed by SPPRC.

Stipend: \$16.50 per hour, eight hours per week.

***Application Deadline:***

We aim to fill this position by late January 2024. Interested candidates are invited to submit a letter of interest, portfolio examples, and CV to [pastordj@hartzell.church](mailto:pastordj@hartzell.church) by January 25, 2023.