



## **Accounting Manager**

Reports to: Director of Facilities and Administration  
Status: Part Time  
FLSA: Non-Exempt

### **Job Summary**

The Accounting Manager is responsible for keeping records of and processing all church financial transactions according to standard approved accounting practices.

### **Essential Functions:**

- Monthly statements/reconciliation – create monthly journal entries, recurring and manual; produce monthly reconciliations of bank accounts and general ledger; produce monthly financial statements including income statement and balance sheet; publish monthly financial snapshot for posting in public areas.
- Accounts Receivable – process and reconcile all accounts receivable payments from the Preschool; make weekly deposits into the bank for Preschool payments, both physical and ACH; work with Preschool directors on any discrepancies or issues; work with directors on past-due tuitions.
- Accounts Payable – review accounts payable invoices from Financial Secretary and make changes as necessary; cut checks to pay invoices and coordinate with Treasurer for signing; investigate checks which haven't cleared in the last six months; void any checks or invoices which are no longer valid; pay online monthly any credit card bills; create journal entry to apply payment from correct accounts; review and create accounts payable invoices for clergy reimbursements.
- Contributions – reconcile weekly contributions between report of the money counters and deposit into the bank account; obtain reports from Financial Secretary from church database software and create journal entries to allocate funds to correct accounts; prepare and complete weekly and monthly ACH transactions; prepare weekly online contributions for Financial Secretary to process; create quarterly mailings/e-statements including cover letter and giving statements.
- Payroll – obtain payroll information from Director of Facilities and Administration; process bi-monthly payroll and process ACH transactions through the bank; distribute payroll vouchers (check stubs); calculate and process Federal and State taxes via their websites; record payroll contributions in church database software; file quarterly payroll tax returns; ensure accuracy of payroll deductions such as taxes, insurance, pension, etc.;

Job Description: Accounting Manager

Approved: 11-17-20

Revised: 11-18-20

print and distribute Year-end Preschool Tuition Statements, W2 forms to all employees, and 1099 forms to contract workers by January 31 each year.

- Budget – work with Trustees and Staff-Parish Relations Committees and church/Preschool staff to review annual expenditures; assemble a budget for the Finance Committee and Leadership Team to approve; enter budget into the accounting software system; create budget/forecast reports for Finance Committee to review as needed/requested.
- Serve as primary staff person for Finance Committee. Fully understand financial statements and financial status; submit annual finance reports to the conference; review and update Finance Policies and Procedures for Finance and Leadership approval; take initiative in educating Finance Committee and congregation on financial status of church. Prepare script for annual year-end financial video for the congregation; submit finance updates for e-news or *The Flame* as needed.
- Serve as staff liaison for the Memorial Gifts Committee. Track and process memorial funds; meet and correspond with families and donors. Assist chair with agenda, take minutes, and process updated memorial fund spreadsheet. Bi-annually ensure Memorial Brochure is updated. Annually prepare information for All-Saints bulletin and update Memorial Book in Narthex.
- Provide Endowment Committee with quarterly UMF reports; forward endowment contributions to UMF office; process requests for Endowment Funds at the direction of the Endowment Committee; track disbursement of Endowment Funds for approved projects.

### **Other Functions:**

- Work with other church committees on financial data as required.
- Work with auditors as required.
- Other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma (or equivalent) and academic or on the job training in accounting.
- Pass Pre-employment background check.
- Proficient in use of current software and equipment or willing to learn. Knowledge of QuickBooks is preferred.
- Effective oral and written communication skills, organizational skills, use of current communication technology and record keeping.

### **Physical Requirements:**

- Able to go up and down staircases to access the entire building (with or without reasonable accommodations).
- Sufficient sight and hearing to manage communication on the job.

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of mission, vision, values, and beliefs of Christ United Methodist Church. (Mission Statement, Vision, and Core Values provided on the church website.)

- **Team Work:** Fosters a climate of “one body” with all church staff, recognizing the diversity of responsibilities with all staff persons working hard toward a common goal. Is reliable and able to maintain confidentiality. Demonstrates the skills of active listening and openly accepts criticism. Holds others accountable in a spirit of love. Engages people positively, with optimism and grace.
- **Conflict Management:** Responds openly to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimal disruption.
- **Organizational Skills:** Creates a climate in which people want to do their best. Demonstrates commitment and flexibility in scheduling office tasks with those in his/her span of care. Marshals financial and volunteer resources efficiently.

To apply, please send resume and cover letter to Shane Schiro, Director of Facilities and Administration, Christ United Methodist Church, at [sschiro@christumc.cc](mailto:sschiro@christumc.cc).