**First Friends Church**

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| **Title**: Accounting Manager | **Reports to:** Executive Pastor |
| **Department:** Office | **Subordinates:** None |
| **FLSA Status:** Non-Exempt | **Terms:**12 month at will work agreement,(30to40hrs.wk) |

**Position Summary:** Manage the financial records of First Friends Church with accuracy, integrity and confidentiality.

**Key Areas of Responsibility**

* Enter all financial transactions in the general ledger. Pay bills weekly.
* Manage church bank accounts, credit card accounts and loan. Reconcile monthly.
* Maintain employee payroll records and process payroll as scheduled.
* Coordinate employee benefits (health insurance & retirement)
* Assist with annual budget preparation.
* Coordinate annual audit/review.
* Prepare financial summary for monthly committee meetings.
* Attend Finance Team meeting and review reports.
* Prepare quarterly financial reports for the congregation.
* File Workers Compensation payroll report and make payments as required. Add or delete self-employed pastoral staff from our account as needed.
* Handle stock transactions and acknowledge non-cash contributions.
* Prepare 1099s for independent contractors.
* Perform year end procedures before financial records are closed for the year.
* Assist the Executive Pastor with projects as requested.

**Qualifications**

* Bachelor’s degree
* Must be a Christian
* Able to maintain strict confidentiality
* Clean background check
* Strong organizational skills
* Pays attention to detail
* 5 years of accounting experience
* Computer skills, Excel and church software experience.

April 3, 2019