

SANCTITY OF LIFE MINISTRIES

**Accountant – PT position – 16 hours per week, 1 day in Fairfax office required
November 2020**

Qualifications

- Dedicated follower of Jesus Christ and active in a local Bible-believing church
- Accounting degree and 3 years' experience required
- Experience with QuickBooks accounting software
- Experience with database software and management required
- Microsoft products experience required (Word, Excel, Outlook, etc.)
- 1 year commitment to position

Job description

Accounting

- Pay bills regularly
- Oversee payroll reporting twice a month
- Oversee handling of weekly deposits
- Maintain financial procedures for expenditures for both centers
- Assist CEO in developing and overseeing yearly and monthly budget
- Assist as needed with routine grant applications and ad hoc financial analysis
- Make month and year end journal entries (i.e. reconcile bank accounts and entire general ledger)
- Prepare necessary annual schedules for outside auditors & coordinate completion of audit/review and tax returns
- Monitor and oversee EFT system and online giving ▪ Handle reporting and funding of Simple IRA plan ▪ Prepare yearly state and county reports.

Donor Database

- Oversee monthly pledge receipt processing and receipt reports
- Oversee regular maintenance of donor database

Assist Treasurer of Board of Directors

- Prepare monthly analysis of actual results comparison to budget and prior years for Board of Directors
- Provide a financial report before each Board meeting