Episcopal Church of Saints Andrew & Matthew

Financial Accountant

The Episcopal Church of Saints Andrew and Matthew ("SsAM" or the "Church") seeks a Financial Accountant (Administrator) to perform comprehensive accounting and financial reporting for church operations. This position will perform advanced professional activities to ensure the accuracy and integrity of the Church's financial and economic data, including preparation of interim and annual financial statements in accordance with generally accepted accounting principles (GAAP) for nonprofit entities.

General requirements of the Financial Accountant include recording contributions and deposits; processing procurement activities; maintaining fixed asset schedules; accounts payable, including credit card reconciliation; recording payroll; tracking endowment activity; budgeting and cash flow forecasting; preparing interim and annual financial statements; preparing financial data for the annual Parochial Report; and 1099 tax reporting.

This position reports directly to the (Interim) Rector. It works closely with the Treasurer, Parish Administrator, Finance Committee Chair, and Vestry Liaisons.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Track all pledges, offerings, investment income and other contributions/revenue sources
- Review all contracts, purchase orders and other procurement instruments against budget authorized by Vestry
- Record all capital investments and monthly depreciation expense
- Perform accounts payable functions including vendor maintenance and coordination with the payroll service. Prepare check warrants and check runs, ensuring required approvals and documentation are present
- Balance and reconcile all church-related accounts, monthly
- Record all month-end accruals: amortized income, unrealized gains/losses, etc.
- Assist in preparing and maintaining the annual budgets for review and adoption by Vestry
- Maintain all church financial records on financial software as determine most effective, presently QuickBooks Online Plus

- Ensure monthly, quarterly, and yearly payroll tax forms and local, state, and federal taxes filed.
- When requested, meet with the Rector, Vestry, Treasurer and/or Finance Committee to review SsAM's financial statement information, accounting procedures, cash disbursement, etc.
- Research past financial information as requested.
  - Investigate and resolve financial questions and inquires for additional information requested/required the Diocese, vendors, financial institutions, parishioners, and other donors
  - Prepare year-end financial reports/documents for the Annual Parish Meeting
  - Prepare and support the annual financial audit process
  - Maintain confidentiality of all financial information and with all parishioner inquiries
  - Attend Diocesan workshops and other related continuing education classes as requested
  - Perform other necessary and related work as may be assigned

QUALIFICATIONS, SKILLS & ABILITIES

- M.S. Degree in Accounting/Finance or B.S. Degree with equivalent experience in Fund Accounting in a multi-fund government or nonprofit environment. This is not an entry level position.
- Knowledge and demonstrated competency with QuickBooks Online and Desktop
- Comfortability with Microsoft Office Suite: Outlook, Word, Excel (including PivotTables and VLookup)
- Demonstrated problem solving and analytical ability
- Self-starter with strong written and oral communication skills

PREFERRED QUALIFICATIONS

- Certified Managerial Accountant (CMA) or Equivalent
- Experience with accounting and business management standards of the National Episcopal Church

CLASSIFICATION

- Part-time: Hours not to exceed 19/week. No benefits.

TO APPLY

Send a letter of interest and qualifications, resume and three references no later than September 8, 2022 to:

Parish Administrator – parishadmin@ssam.org OR mail to
Diane-Louise (D-L) Casson The Episcopal Church of Saints Andrew and Matthew
719 N. Shipley Street Wilmington, DE 19801