

MORNING STAR BAPTIST CHURCH

Church Accountant

General Responsibilities

The Church Accountant is responsible for the oversight of the church's financial records. Working directly with the Financial Officers, the Church Accountant will be the key in ensuring that the records of the church are accurate and in compliance with generally accepted accounting principles (GAAP), nonprofit accounting standards, and the banking agreements. This individual will represent the church financial matters.

Detailed Description of Duties

- Review all transactions recorded in the accounting system ensuring all receipts and disbursements are accurately and properly recorded.
- Review and approve all invoices paid ensuring they are within the approved budget.
- Obtain approval from the Board of Deacons for disbursements that are not within the approved budget.
- Monitor cash flow ensuring adequate funds are available in bank accounts for disbursements.
- Review payroll reports from the payroll company for accuracy and reconcile quarterly 941s to the accounting records.
- Prepare journal entries for payroll taxes, interest earned, returned checks, reimbursements for returned checks, bank fees for all bank accounts, and any transfers between accounts in accordance with GAAP,
- Reconcile all 9 cash accounts (monthly).
- Generate monthly reporting package for distribution to Finance Team.
- Prepare quarterly account activity reports for all auxiliaries and ministries.
- Prepare quarterly financial statements for distribution to Deacon Board.
- Prepare annual budget for presentation to Deacon Board and church body for approval.
- Prepare 1099 tax forms as required by the IRS and distribute employee W-2s,
- Prepare accounting records for external audit and act as primary liaison with the independent auditors.
- Prepare all reports and filings required by banks, City of Boston and others.
- Prepare financial presentations for Deacon and church meetings, as needed.
- Keep church leadership informed of any trends or changes in financial matters.

Qualifications

- A Bachelor's degree in accounting with 10 years experience, preferably in a nonprofit setting. CPA a plus, but not required.
- Demonstrated ability to present financial information to a non-financial audience
- Ability to balance financial and budgetary constraints with ministry needs;
- Excellent ability to communicate well with others;
- Solid organizational and writing skills;
- Self-starter with the ability to work independently as well as work with a team
- Advanced skills in MS Word, Excel and PowerPoint are strongly preferred.
- Prior experience with PowerChurch, a plus.

Compensation

The Church Accountant will be an independent contractor compensated at a rate to be determined based on experience. The position will require 20-25 hours per week, and will report to the Board of Deacons (or designee).