

Accountant

Summary

The Accountant for Trinity United Methodist Church helps the church fulfill its mission through careful financial oversight. This person is responsible for facilitating the financial administration of the church by maintaining accurate records, ensuring proper accounting & distribution of funds and providing timely reports as required and requested.

Job Information

Classification: Hourly; Part-Time

Supervisor: Lead Pastor

Work Schedule: Weekly schedule worked out with Lead Pastor; up to 10-12 hours per month.

Benefits: See Employee Handbook

Skills: Proficient in basic accounting principles and software systems of QuickBooks & Microsoft Office, experience with Breeze system desirable.

All prospective staff will have a background check completed before being hired as prescribed by the Child Protection Policy of Trinity United Methodist Church.

Detail

- Record and review deposits and e-contributions from Breeze into Quickbooks
- Record and review disbursements and e-payments into the QuickBooks
- Ensure that all payments (e-checks, ACH and Paypal) have a support documentation in the cloud
- Prepare monthly reconciliations for bank accounts.
- Reconcile (monthly) Bank deposits to contributions in Breeze system.
- Reconcile (monthly) Bank Deposits to Funds allocation
- Prepare payroll through ADP portal and issue and distribute pay stubs. Monitor any payroll issues and changes, provide an annual reconciliation between payroll records, required government forms, and accounting
- Make adjusting Journal entries as needed to recognize income of advance pledges or make reclassifications.
- Quarterly reconcile Books to the 941 Reports.
- Enter approved budget into QuickBooks yearly
- Provide information to Lead Pastor for the Conference End of Year reports.
- Provide such reports as may be requested by the Treasurer and Lead Pastor: Balance Sheet (QB), Schedule of Unrestricted Cash (Excel), Schedule of Encumbrances (Excel), Statement of Income & Expenses – Actual vs Budget (Excel) Bank Reconciliation, Income Schedule (reconciliation to funds)
- Quarterly prepare Funds reports for leaders
- Provide training and assistance with training of staff on QuickBooks as needed
- Assist with annual workers compensation audit
- Provide financial and accounting advise on issues as requested

For more information and/or to submit a resume, please contact: sprc@trinityalexandria.org.