

First Baptist Church Joelton

Job Description - Accountant

Department: Administration

Reports to: Administrator/ Independent CPA

Effective Date: May 10, 2010

Summary

The Accountant shall be responsible to the Church, under the joint direction of the Administrator and CPA, for providing the preparation and processing of data that support the Financial Statements of the Church both for internal use and for support in an audit conducted by an outside accounting firm. For all matters related to the financial aspects of the position, this person shall work directly with an independent CPA to ensure all financial records are in proper order and provide a full accounting to the administrator of all changes suggested and or implemented by the independent CPA.. The independent CPA will report directly to the Budget & Finance Committee and will closely work with the Administrator and the Budget & Finance committee regarding the Financial Statements of the Church, any changes or issues with accounting procedures. The independent CPA has full oversight over the accountant's job function and the accountant will maintain all records as outlined by the independent CPA. The independent CPA will make periodic reports back to the administrator and Budget & Finance Committee regarding the overall performance and effectiveness of the accountant as it relates to the financial aspects of the position.

This person will serve the Church by being responsible for the processing of contributions and gifts received, proper invoices of the vendors for goods and services rendered, payroll payments due the staff for services offered and entries into the general ledger that may be required to assure accurate reporting for internal use.

Primary Duties and Responsibilities:

- Contributions
Maintain accurate and timely records of gifts received
- Accounts Payable

Process vendor invoices according to terms of payment and authorization

- Payroll
Process Payroll biweekly to insure all employees receive payment for services on time and with accuracy, remit related taxes withheld timely as required by the Internal Revenue Service and submit all required documents at year end once all data has been reviewed by the independent CPA.
- General Ledger
Maintain the integrity of the Accounting System to allow for proper reporting
- Human Resources
Maintain personnel records/files
Maintain personnel salary and benefit spreadsheet
Add/Delete employees to all insurance policies and oversee contributions to retirement accounts

Additional Duties include the following.

- Review general ledger accounts related to payments to vendors that relate to Payroll deductions such as taxes and benefits
- Maintain adequate records to validate required tax deposits
- Analyze Balance Sheet accounts for errors and omissions
- Work with staff in the use of Shelby so that they can be responsible for their line item budgets
- Maintain all supporting files in an orderly manner to expedite retrieval of documents and in accordance with retention policy

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Excellent communication and public relations abilities are a plus. Must be able to lift up to 25 pounds.

Education and Experience

Bachelor's degree from a four-year college or university and two to four years related experience in the accounting field, as well as, the ability to use computer software and spreadsheets is *required*.