

Church of the Lakes – Job Description

Position: Accountant	Compensation: \$17,500-\$19,500 based on experience.
Category: Staff - Support	Hours: Minimum 15 hrs. per week; flexible
Revision Date: 2/11/2025	Full, Part or Volunteer: Part time

Overview of Position: The Accountant is responsible for the activities that revolve around the various Church bank funds (e.g. fulfilling check requests, depositing monies in to appropriate accounts, reconciling accounts monthly, etc.) In addition, he/she is responsible for: ensuring that required payments are sent to the Global Methodist Church (GMC); doing payroll of all employees; preparation of annual church budget; and keeping QuickBooks accounts updated. The accountant will also prepare financial information.

Qualifications:

- Associate's or Bachelor's degree
- Computer and accounting experience
- A strong understanding of banking systems, money management and payroll management.

Important Characteristics:

- A Christ-like spirit of grace, compassion and warmth as well as a pleasant, receptive manner with a high level of respect
- Attention to accurate record keeping
- Trained and/or experienced in the use of management computer databases and Microsoft Office
- Flexibility in meeting database requests including the ability to create reports in response to specific requests for information
- Confidentiality: Not sharing non-public or personal information in regards to financial contributions
- Ability to implement new updates and programs

Responsibilities:

Current funds & accounts held by the Church of the Lakes:

- ✓ General Fund – checking acc't w/ Consumers National Bank; money market acc't with Christian Family Credit Union; Schwab acc't
- ✓ Memorial Fund – checking acc't w/ Consumers National Bank; money market acc't with Christian Family Credit Union
- ✓ Multisite Fund - checking acc't w/ Consumers National Bank
- ✓ Capital Campaign Fund - checking acc't w/ Consumers National Bank
- ✓ Endowment Fund –General Endowment acc't w/ Stark Community Foundation; Missions Endowment acc't w/ Stark Community Foundation; RFKC Endowment acc't w/ Stark Community Foundation

- Post cash receipts to the appropriate accounts' general ledger each week
- Write all checks and post to the appropriate accounts' general ledger; file and store this information for IRS
- Prepare all staff payroll including:
 - a. Receive and document total hours from Child Care Center
 - b. Receive and document hours from any hourly staff
 - c. Utilize Quickbooks/Intuit twice a month for payroll
- Reconcile the monthly statements for all bank accounts
- Maintain auto bill pay accounts
- Maintain an updated listing of all line-item accounts in both General and Memorial Funds
- Work with bank(s) to resolve any discrepancies
- Ensure that the church's General Connectional Funding, staff health insurance, pastors' pensions payments are sent to the Global Methodist Church (GMC)
- Prepare monthly income and expense reports for meetings of: Staff, Trustees and Leadership; and present a summary of reports at Staff and Leadership meetings. Child Care Center data should be included in the monthly income and expense reports and all other church reports.
- Prepare Memorial Fund reports as required (monthly and quarterly)
- Gather input from groups that have line-items in the budget to develop annual church budget
- Work closely with the church treasurer by sharing reconciled monthly statements for all bank accounts
- Prepare annual IRS filing for all employees
- Prepare financial records for outside accounting firm for annual review
- Work with Financial Secretary and Administrative Assistant to provide financial information needed for reports
- Back-up Quickbooks database once a month
- File Worker's Compensation forms as needed
- Attend Leadership and Staff meetings

Supervision:

- The Administrative Assistant will provide direct supervision
- The Lead Pastor will also provide supervision as needed
- The employment of the Accountant is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employee Handbook

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.