

Bookkeeper / Accountant

Job Description

Title: Bookkeeper / Accountant

Department: Accounting & IT

Reports to: Senior Pastor, Treasurer

Job Summary

A. Purpose:

Reporting to the Senior Pastor, the bookkeeper will facilitate all day-to-day operations of the finance/accounting department, including budget development and analysis, accounts payable and receivable (giving/donations), general ledger, payroll, and audit preparation. The bookkeeper will collaborate with a variety of internal constituents, including the Senior Pastor, Treasurer, finance committee, and department heads.

The bookkeeper will be charged with identifying new opportunities to improve efficiencies, eliminate backlogs, and respond proactively to departmental needs. He or She will need to analyze the existing processes and systems and work closely with the Senior Pastor and Treasurer to streamline current systems, leverage new information technology, and establish standard operating procedures that provide maximum benefit to all parties involved.

B. Duties & Responsibilities:

The duties and responsibilities of this position will cover three primary areas: bookkeeping, strategic financial management, and team leadership.

1. Bookkeeping

This functional area involves the creation of financial transactions and financial reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices, cash receipts (offerings and donations), and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy. This includes, but is not limited to, the following:

- Record cash receipts (offerings and donations) and make bank deposits as required.
- Pay supplier invoices in a timely manner.
- Take all reasonable discounts on supplier invoices.
- Pay any debt as it comes due for payment.
- Maintain an orderly accounting filing system.
- Maintain the chart of accounts.
- Support the Senior Pastor in maintaining the annual budget.
- Process payroll in a timely manner.
- Issue financial statements.
- Provide information to the external accountant who creates the company's annual financial statements.

- Assemble information for external auditors as required.
- Prepare tax receipts for charitable giving.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.

2. Strategic Financial Management

- Manage all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP (Generally Accepted Accounting Principles) standards and regulatory requirements. Maintain internal control safeguards for the receipt of revenue, costs and both department budgets and actual expenditures.
- Facilitate budgeting, and the implementation of budgets, so as to monitor progress and present financial metrics both internally and externally.
- Collaborate with members of the leadership team in drafting, reviewing, and verifying accuracy of annual budgets by department.
- Implement consistent accounting policies, practices, and procedures across all programs.
- Support the Senior Pastor in managing cash flow and forecasting.
- Coordinate all audit activities as required.

3. Team Leadership

- Manage work load issues effectively to create a workplace that increases staff retention and strengthens communication within and outside the department.
- Provide the necessary training and development for staff.

C. Qualifications

- Preference will be given to candidates with a working knowledge of the Sage accounting software package.
- Prior nonprofit finance experience is an asset.
- Team Player - An accessible, visible, and flexible management style that inspires trust and confidence in staff to work hard and well together.
- Technology savvy with the ability to manage data for financial reporting quickly and effectively.
- Personal qualities of integrity and credibility, and a commitment to the mission of Yarrow Alliance Church.
- Direct and concise communication skills; an active listener.
- Preference will be given to the candidate with an Associate's degree in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping and GAAP standards.

D. Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.