

WHITTIER AREA COMMUNITY CHURCH

Job Description: Full-Charge Bookkeeper (Through Financial Statements)

Whittier Area Community Church (WACC) has an opportunity for a qualified and committed Christian professional who is willing to share the life, light, and hope of Christ through our work in Accounting & Finance.

BRIEF JOB DESCRIPTION / ROLE PROFILE

JOB TITLE:	Full-Charge Bookkeeper through Financial Statements
DIVISION:	Finance & Administration
DEPARTMENT:	Accounting
REPORTS TO:	Director of Finance & Administration (CFO)
JOB SUMMARY:	This position was created to (1) maintain WACC's Accounting & Financial Reporting System in accordance with Generally Accepted Accounting Principles (GAAP); (2) supervise accounting staff to ensure the accurate and timely recording of all accounting transactions; (3) prepare and submit for review required trial balance information and necessary supporting schedules of accounts; (4) prepare and submit for review preliminary monthly financial statements; and, (5) support the Director of Finance & Administration in overseeing accounting, finances, human resources and business administration for the church.
LIAISES WITH:	Internal members of the WACC ministry and administrative teams; members of the church board; members of the congregation; as well as volunteers; vendors, and donors.
LOCATION:	WACC Offices, Whittier, California
DATE PREPARED:	April 20, 2009

MAJOR TASK HEADINGS

1. Maintain the Accounting Books and Records for all WACC Funds
2. Support the Director of Finance & Administration (CFO)

DEADLINES IN THE JOB

Regular deadlines in accounting, financial, and budget reporting cycles are of a high priority.

DEGREE OF SUPERVISION RECEIVED

Some supervision on a management level is required, but the incumbent will have to function within a management team as well as on project teams where individual and collective accountability will compliment supervision.

EDUCATIONAL REQUIREMENTS

- Min: Minimum 5 years of experience in a professional accounting department environment; significant training in general accounting principles and practices and information systems operations, including, general ledger, accounts payable, and accounts receivable; payroll and human resource experience desirable
- Ideal: Non-profit, church, or business; formal accounting & management training and experience

QUALIFICATIONS

All applicants for staff positions with WACC will be screened for Christian commitment. The screening process will include discussion with the applicant of his/her:

- Spiritual journey and relationship with Jesus Christ;
- Understanding of Christian principles; and
- Understanding and acceptance of WACC Statement of Faith.

PROFESSIONAL EXPERIENCE REQUIREMENTS

The scope of this position requires that the incumbent has:

1. At least 5 years experience as a full-charge bookkeeper (through financial statements) in a multi-staff accounting department, preferably with a non-profit or business of a size comparable to that of WACC.
2. At least 3 years experience supervising the work of two to more accounting personnel involved in accounting operations.
3. Strong communication skills and experience working effectively with senior management.
4. Knowledge of generally accepted accounting principles (non-profit rules preferable), applicable financial reporting and related tax laws.
5. Extensive experience with high-end accounting and donor receipting software and Microsoft Office products; including high degree of proficiency with Excel, Word, and PowerPoint.
6. Recent experienced in the preparation for certified audits, including preparation of audit schedules, trail balances, lead schedules, and other required analysis and documentation.

COMPETENCIES REQUIRED

Skills	Attributes	Knowledge
<ul style="list-style-type: none"> • Bookkeeping • Bank Reconciliations • Accounts Payable • Payroll & Payroll Taxes • Donor Receipting • Budgeting • MS Office (Excel, Word, PowerPoint) • Customer Service • Decision making • Written communications • Listening • Problem solving • Conflict resolution 	<ul style="list-style-type: none"> • Confidentiality • Tenacity • Initiative • Patience • Accuracy • Attention to detail • Results oriented • Customer focused • Interpersonal sensitivity • Logical thinking • Information seeking • Accurate self perception • Self development • Cultural sensitivity 	<ul style="list-style-type: none"> • Generally Accepted Accounting Principles (GAAP) • Internal Control policies and procedures • Audit preparation processes and practices • Payroll administration and related regulations • Basic Human Resources Administration • Religious non-profit knowledge

KEY TASKS AND RESPONSIBILITIES

1. **Maintain the Accounting Books and Records for all WACC Funds (75%; Essential Duty)**

- a. Maintain WACC's Accounting & Financial Reporting System in accordance with Generally Accepted Accounting Principles (GAAP) and conventional non-profit accounting practices.
- b. Operate the General Ledger and all subsidiary ledgers.
- c. Supervise accounting staff to ensure all accounting transactions are recorded in compliance with church policies, applicable laws and regulations, and sound internal control.
- d. Ensure the accurate and timely recording, documenting, and posting of:
 - i. Accounts payable transactions and checks
 - ii. Contributions and other sources of revenue.
- e. Ensure all non-cash donations are properly classified, recorded and reported; including preparation of appropriate correspondence and filing of IRS forms.
- f. Ensure proper classification and recording of fund transactions, transfers and allocations.
- g. Record capital assets and depreciation on a monthly and annual basis.
- h. Prepare monthly general journal entries and supporting documentation.
- i. Analyze balance sheet, fund (net asset), income and expense accounts as needed.
- j. Prepare and submit for review required trial balance information and necessary supporting schedules of accounts.
- k. Prepare and submit for review preliminary monthly and annual financial statements.
- l. Prepare audit schedules, trial balances, lead schedules, and other required analysis and documentation for the independent audit and assist the independent auditor as necessary.
- m. Perform banking and investing transactions and activities as directed.

2. **Support the Director of Finance & Administration (CFO) (25%; Essential Duty)**
 - a. Assist in Preparation of Annual Report, Budget Report and Project Reports.
 - b. Prepare other financial reports as requested by the Director of Finance & Administration (CFO), as well as Senior and Executive Pastors.
 - c. Attend monthly finance committee meetings and prepare minutes.
 - d. Train and assist pastors and administrative assistants with budget preparation, operation and access to accounting systems; and the proper use and submission of required forms and documents (e.g., weekly timesheets for all staff, expense reimbursements, check and purchase requests, etc.)
 - e. Support the preparation of expense budget for the year for all Funds; and the personnel salary and benefit budget.
 - f. Develop and be responsible for departmental meetings with volunteers and/or support staff as needed.
 - g. Be informed of and function within the guidelines outlined in the WACC Administrative and Human Resource Policy and Procedure Manuals **(Essential Duty)**.
 - h. Perform other duties as requested by the Director of Finance & Administration (CFO).

COMPENSATION & BENEFITS

1. Salary and benefits will be reconsidered each year by the Salary Team.
2. Insurance coverage, retirement, vacation and other benefits as set forth in the Human Resource Policy and Procedure Manual.
3. This is a full-time (i.e., 40 hours per week) position.