



JOB DESCRIPTION: *Staff Accountant / Contribution Administrator*

Responsible to: Director of Finance & Administration

Status: Full Time, Hourly

General Position Overview: Oversee General Ledger activity. Prepare and distribute monthly financial statements to Board and Pastors. Manage Contributions and oversee accuracy of data input and Annual Statements.

Ministry Responsibilities:

- Oversee downloads and data entry of weekly contributions and activity into the accounting system
- Assist donors with set-up and maintenance of on-line giving
- Oversees and ensure accuracy of contribution records and timeliness of year-end giving statements
- Coordinate any internal mailings
- Prepare monthly journal entries and financial statements
- Provide worksheets for annual preliminary / final budget
- Provide reports for meetings as needed
- Prepare monthly bank reconciliations
- Reconcile balance sheet accounts
- Review and reconcile capital purchases and annual depreciation; dispose of assets as needed
- Prepare annual audit reconciliations and schedules and assist with audit
- Provide other financial information as needed to banks, auditors and others
- Perform other duties & special projects as requested by the Director of Finance & Administration

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Five years recent work experience in financial reporting, general ledger and audit schedules.
- Knowledge of accrual accounting principles, applicable best practices, and related tax laws.
- Must have strong communication skills and experience working effectively with management.
- Strong computer, Excel and time management skills and able to work independently and with a team.
- Ability to write reports, business correspondence and procedure manuals.
- Graduation from a recognized four-year college or university with a major in Accounting, Finance, Business Administration, or closely related field.
- Fund Accounting experience highly desired

Working Church Staff and Volunteer Relationships:

- Report directly to the Director of Finance and Administration.
- Ability to effectively interact with staff regarding areas of responsibility.
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS) by serving in a ministry outside your own area
- Interacts with staff
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a full time, 32 hour per week position.