

Job Title: Accountant I

Program: Business Office

Reports to: Business Administrator

Effective Date: 05/01/2024

Job Summary:

The Accountant I will process the organization's payables and payroll, as well as play an important role with Business Office tasks that support compliance and allow the organization to run efficiently.

Duties/Responsibilities:

- *Administrate the organization's Payables*
 - Facilitate timely payments for the following:
 - Expense reports
 - Vendor invoices
 - Corporate credit cards
 - Other payments as required
 - Resolve discrepancies
 - Issue stop-payment orders as needed
 - Record entry of, verify documentation for, and distribute petty cash.
- *Process the organization's Payroll*
 - Ensure timely and accurate processing of bi-weekly payroll
 - Ensure accurate and timely processing of payroll updates including new hires, terminations, pay rates, and deductions
 - Prepare and maintain accurate records and reports of payroll transactions
- *Compliance*
 - Ensure compliance with payroll wage and hour laws and best practices
 - Facilitate audits of the church's payroll
 - Ensure compliance with accounting controls including segregation of duties
- *Assist with other administrative needs of the Business Office*

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn various accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.

Education and Experience:**Required:**

- High school diploma

Preferred:

- Business or Accounting degree.
- Two years' experience in accounting or related experience.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Work Location:

Work is performed 100% on-site.