

**Job Title: Accountant I (Full Time)**

**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.