

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Senior Accountant

Summary: To support the Finance Director in carrying out the responsibilities of the Finance Department.
Location: Central Services/Finance: works out of BCC Green Lake Office
Reports to: Finance Director
FLSA Status: Exempt, full-time

KEY RESPONSIBILITIES

- Prepare monthly journal entries and balance sheet reconciliations
- Process semi-monthly payroll, and regularly maintain payroll records
- Provide budget analysis and forecasting for offerings, benefits, and taxes
- Prepare support for quarterly bank financials and annual audit
- Oversee internal monthly reporting to Location Pastors and department heads
- Perform other duties as situation requires or as assigned by supervisor

POSITION QUALIFICATIONS

- Bachelor's degree in Accounting
- Minimum of 5 years' experience, including payroll and benefits administration
- Solid understanding of Generally Accepted Accounting Principles
- Experience and knowledge of computerized accounting systems
- Experience with reconciliation of general ledger accounts to supporting documentation
- Experience with system implementations
- Experience with cost accounting or overhead allocations
- Knowledge of employee benefits laws and statutory requirements
- Knowledge in Microsoft Excel and Word
- Excellent time management skills
- Ability of work independently and in a team
- Must endorse the statement of Christian faith of Bethany Community Church

PREFERRED QUALIFICATIONS

- Certified Public Accountant
- Experience with Sage 50 Accounting
- Experience with Paylocity payroll system
- Experience with Shelby Systems Arena

OTHER SPECIFICATIONS

Work Schedule: Typical work schedule is Monday through Friday, 40 hours/week
Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.

Working Conditions May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.

