

BETHANY COMMUNITY CHURCH
JOB DESCRIPTION

Accountant

Summary: The Accountant supports 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

- Handle and count cash offerings and deposit at local bank
- Process and pay vendor invoices, ensuring proper approval
- Manage electronic receipt reporting process for staff credit cards
- Prepare monthly journal entries and balance sheet reconciliations
- Oversee internal monthly reporting to Location Pastors and Department Heads
- Provide budget analysis and forecasting for offerings, benefits, and taxes
- Prepare support for quarterly bank financials and annual audit
- Manage unclaimed property reporting and 1099 reporting
- Participate as a member of Bethany Central Services and Bethany Community Church staff, and perform other duties as situation requires or as assigned by supervisor

POSITION QUALIFICATIONS

- Bachelor's degree in Accounting
- Minimum of 2 years of 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
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

PREFERRED QUALIFICATIONS

- Experience with Sage Intacct
- Experience with Paylocity payroll system
- Experience with Pushpay

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Hybrid work schedule Monday through Friday, 40 hours/week, 2 days in office.
<i>Physical Demands:</i>	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.
<i>Working Conditions</i>	May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 30+ 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.

