

ST PAUL LUTHERAN CHURCH STILLWATER, MN

Position Description

TITLE: Accountant /Part-time approximately 10 hours/week

Position Reports To: Senior Pastor, Chairperson Financial Operations Committee

SOFTWARE EXPERIENCE: Proficiency in MS Office Suite (Word, Excel), Payroll software, accounting software (QuickBooks Online)

OVERALL RESPONSIBILITIES

- Ensure adherence to employer's policies and procedures relating to activities/responsibilities of the accountant position.
- Serve as the SPLC resource to understand reports and accurately answer financial questions posed by staff, committee members, or congregational members.
- Ability to understand, respect and perform duties in a confidential manner and to recognize boundaries between the position and others.
- Coordinate and communicate with Realm/Vanco, Portico, State of MN, St. Paul Area Synod, Clergy Financial Resources (CFR) to ensure timely, accurate accounting records and fulfill contractual and legal requirements.

FINANCIAL OPERATIONS:

- Provide work direction to the Financial Clerk.
- Supervise all receipts and disbursements authorized in the budget in accordance with established accounting procedures.
- Oversee cash flow requirements from investment funds.
- Understand and interpret financial reports from CFR, resolve issues and provide feedback as needed.
- Coordinate the preparation of the annual budget.
- In consultation with the Property and Grounds Committee, provide for annual review of insurance coverage and negotiate agreements for purchases, leases, and services.

ACCOUNTING

- General accounting skills – prior experience preferred.
- Act as SPLC's liaison with contracted vendor for bookkeeping/payroll processing. Work with vendor on ongoing financial bookkeeping tasks.
- Analyze accounting records, solve accounting problems and create procedures.
- Working with Financial Clerk, provide invoices and account coding to vendors for all financial transactions, including manually written checks, credit card statements, invoices, and deposits.
- Maintain and organize financial records & documents for SPLC.
- Gain understanding of the church's financial structure (funds, accounts).
- Review contracted vendor's data entry for accuracy and timeliness including bill pay invoices, deposits, and internal and external transfers.

- Produce manual checks from SPLC's checking account and coordinate authorization signatures, as needed.
- Work with contracted vendor to ensure quarterly and end-of-year tax filings are completed. This includes but is not limited to federal & state filings, W2s, 1099s and any other bookkeeping and payroll tasks.
- Create customized reports in QuickBooks at the request of Committee Chairs, Staff, Church Council.
- Ensure payment of mission/benevolence/synod and other commitments are completed in accordance with established schedule.
- Provide monthly status reports for the Financial Operations Committee.
- Anticipate future cash flow requirements in a timely manner and request financial reallocation (transfers) from the Financial Operations Committee. (ex. Ernst Fund scholarships, Senior Fund)
- Provide financial reports for Annual Congregational Meeting.
- Provide budget data to CFR to allow tracking of income and expenditures.
- Participate in audits (internal & external) for SPLC.

PAYROLL SKILLS

- Knowledge of payroll processes in a setting with clergy & non-clergy, part time & full time, hourly & salaried employees.
- Act as SPLC's liaison with contracted vendor for payroll processing
- Administer, with the Financial Clerk's assistance, payroll for SPLC staff (approximately 8 people).
 - Gather timesheets, setup and schedule payroll runs (currently every other week).
 - Serve as the primary resource for employees with payroll-related inquiries.
 - Serve as the payroll administrator to accurately process payroll changes such as employee withholding elections, PTO usage and balances, and retirement contributions. Must be able to process various transactions involving employee's beginning or ending employment in a accurate and timely manner.
- Develop a working knowledge and experience with vendor payroll system software (currently Patriot).
- Maintain and organize payroll records for SPLC.
- Ensure end of year payroll processes are completed in an accurate and timely manner. Provide necessary 1099 information to contracted vendors for processing.

QUALIFICATIONS

- Accounting or Business Finance degree
- Proven knowledge/experience in accounting principles and practices
- 3 years' experience in accounting, bookkeeping or and/or business administration
- Excellent communication and organizational skills
- Ability to work as part of a team
- Attention to detail
- Willingness to assist others in understanding financial reports or processes