



JOB DESCRIPTION

Position Title	Accounting Specialist
Position Reports to:	Controller
Department:	Administrative
Schedule (may vary)	Non-exempt, 28/hrs weekly with potential for full time

General Description

- Maintains various General Ledger accounts from original entry through financial statements. Makes various monthly Journal entries.

Specific Duties and Responsibilities

- Process weekly cash and check contributions
- Process weekly & monthly online contributions & events
- Completes various monthly journal entries
- Prepare and process payment for quarterly sales tax returns
- Reconcile monthly preschool revenue recorded
- Complete various GL account reconciliations
- Prepare monthly, quarterly missions checks
- Reconcile/calculate weekly Caffe sales & tips
- Reconcile monthly benefit statements, process for payment and/or schedule ACH payment
- Reconcile monthly HRA usage statement
- Assist and support contributors
- Completes monthly wires and /or approves for processing
- Create and distribute various monthly ministry reports (account activity & budget variance)
- Create and distribute facility labor hours
- Allocate monthly postage expense to various ministries
- Assist in the process of providing yearly Contribution statements
- Prepares year-end schedules and assists with annual audits
- Overtime is normally required for weekly contribution process and various days for month-end close
- Support NCCC staff with accounting issues in a friendly caring demeanor
- Assist Controller with special projects as directed
- Other assignments as directed by Controller

Knowledge/Skills Required for the Job

- Strong Excel skills
- 3 years various accounting software experience
- Work with confidential information & money handling
- Excellent problem-solving skills
- Excellent customer service mentality
- Ability to work independently

- Strong interpersonal skills
- Previous Church / non profit accounting experience
- Commitment to serving all ministries
- Self-motivated, good planning ability and able to track multiple deadlines
- Highly organized, detail oriented

Minimum Requirements

- High School diploma
- Ability to work with others in a team environment
- Excellent communication skills, both written and verbal

Desirable Qualifications

- Associates Degree or BA - Accounting

Personal Relations

- Team player, ability to interact with staff, ministry members, and volunteers
- Ability to keep church and personal information confidential

Work Environment

- Work is in an office setting (cubicles and meeting rooms)

Physical Requirements

- Sitting - at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing - computer keyboard (regularly)
- Telephone - receive and dial calls (regularly)
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)