

**Concord Church Position Description**  
**Job Title: Staff Accountant**  
**Reports to: Finance Manager**  
**Updated: September 28, 2016**  
**Exempt (Administrative Exemption)**

## **General Summary**

This position ensures that the church utilizes reliable financial recordkeeping processes and procedures to publish accurate and timely financial statements, and monitors, develops, and enforces internal accounting controls.

The Staff Accountant exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Performs monthly reviews of financial records to ensure accurate and reconciled general ledger accounts; reviews balances for accuracy.
- Reconciles benefits invoices.
- Assists Director of Finance and CFO with annual and monthly budget processes.
- Reconciles bank accounts by comparing statements to ledger books, checking account balances, and researching bank account reconciliation issues.
- Prepares and analyzes monthly reports for management by updating spreadsheets/reports.
- Provides staff with tags for fixed assets, calculate depreciation and manages year-end inventory.
- Reviews and reconcile investment transactions.
- Reviews cash disbursements and receipts for proper distribution and approval.
- Reviews credit card statements each month and inputs into accounting software system.
- Provides accounting guidance to pastoral and administrative staff.
- Processes contributions and assists in year-end contribution statement distribution.

- Understands the Audit Review Process and makes suggestions for continuous improvement.
- Understands and assists with the accounts payable/receivable processes.
- Assists with tax return documents and filings.
- Attends and successfully completes all training as required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This is an individual contributor role with no supervisory responsibility.

### **Education and Experience**

This position requires a minimum of a high school diploma. A Bachelor's degree, preferably in Accounting or Finance, with a CPA preferred but not required. A minimum of 3+ years of accounting experience is required, along with a thorough understanding of GAAP. Must be able to manage secure, confidential information. Intermediate MS Excel and Access skills are required.

### **Physical Requirements**

An employee in this position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, printers, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

### **Travel Requirements**

No travel is required for this position.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.