



**ASCENSION
LUTHERAN
CHURCH**

INVITE ■ GROW ■ SERVE

Position Description

Position Title: Senior Accountant

Reports to: Director of Administrative Ministries

Summary:

This is a part-time (15-20 hours per week) regular non-exempt position. This position will work closely with the Director of Administrative Ministries, church finance staff, and Council Treasurer on the accounting operations and reporting for the Church and Foundation.

Duties and Responsibilities:

Accounts Receivable:

Assist with management and reporting of church contributions
Communicate with donors regarding their contributions
Maintain and foster all banking and brokerage relationships

Accounts Payable:

Coordinate with Processor for timely processing of church related invoices

Reporting:

Prepare monthly Church financial reports for the Council and Finance Committee
Attend monthly Finance Committee meeting
Prepare quarterly Foundation financial reports
Prepare ad hoc reporting or analysis as requested
Coordinate and assist in annual 1099 and tax contribution report preparation and distribution
Prepare tax documents as required by law
Maintain fixed asset and depreciation schedules

Budget:

Lead and coordinate the annual budgeting process for the church and the foundation.
Input, maintain, and report on the church and foundation budgets throughout the fiscal year.
Provide financial data for the Annual Report

External Audit:

Accumulate data files and provide financial information summaries as requested
Ensure audit complete in time for annual Congregational Meeting
Assist with preparing budget/financial presentation for the Congregation
Implement audit requirements and suggestions

Stewardship:

Support Stewardship drive, maintain records, and prepare confirmations to pledge supporters as needed

Maintain detailed records of capital campaign giving for its duration

Champion capital campaign efforts

Qualifications:

Accounting degree or equivalent experience required

Experience preparing budgets and financial statements

Basic understanding of accounting practices and internal controls

Strong attention to detail with a high degree of accuracy

Good written and communication skills

Good presentation skills

Good working knowledge of Excel

Work Environment:

This position will function in a typical office environment, utilizing a personal computer, telephone, and other normal office equipment to perform the necessary job duties.

To Apply:

<https://alcto.bamboohr.com/jobs/view.php?id=13>