

Christ Presbyterian Academy Job Description

POSITION PURPOSE: The Staff Accountant serves Christ Presbyterian Church and Academy by administering various aspects of the accounting function, including processing and monitoring payments and expenditures. This position requires financial activities processes acumen and the hands on ability to properly execute normal bookkeeping, accounts payable, audit support, regular reporting and other financial duties as assigned.

POSITION HELD BY: Open

SUPERVISES: None

DIRECT REPORT: Director of Finance

POSITION OUTCOMES/EXPECTATIONS:

I. Accounts Payable

- a. Perform the day to day processing of accounts payable transactions
- b. Review any accounts payable transactions entered by any Administrative Assistants
- c. Maintain an accurate listing of the accounts payable which reconciles to the general ledger
- d. Maintain and update vendor files
- e. Ensure the timely reporting of all accounts payable information to the Director of Finance
- f. Prepare and submit year end 1099 reports
- g. Maintain up-to-date W-9 forms

II. Cash/Revenue

- a. Review tithes and other deposits completed by the Administrative Assistants
- b. Reconcile the contributions module to the general ledger monthly
- c. Assist donors with setting up recurring contributions/tithes online
- d. Prepare all year end contribution statements for mailing to donors and respond to any questions related to such statements

III. Payroll

- a. Provide back-up support for the Director of Human Resources in regards to payroll functions for CPC/CPA
- b. Reconcile all benefit invoices, such as Medical, Dental, Vision, etc. to the amounts withheld on paychecks and follow up on discrepancies
- c. Review payroll reports for any entries that may need to be made to proper allocate pay to appropriate departments/accounts

IV. Month End Close/Financial Reporting

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- a. Apply a thorough understanding of the financial reporting and general ledger structure
- b. Support the Director of Finance with any necessary budgeting and forecasting activities
- c. Respond to inquiries from the Executive Director of Operations, Director of Finance, Principals and other department heads regarding financial results, special reporting requests and the like
- d. Work with the Director of Finance to ensure a clean and timely year end audit
- e. Assist the Director of Finance in the development and implementation of new procedures and features to enhance the workflow of the Finance Department
- f. Provide training to new and existing faculty/staff as needed
- g. Provide administrative support and assistance with special projects as needed

V. Other Duties/special projects as assigned

QUALIFICATIONS AND REQUIREMENTS:

Education

- Bachelors degree with an accounting, business or finance major

Experience

- Three or more years of hands-on accounting experience.
- Non-Profit tax exempt organizational experience is preferred.

Skills and Abilities

1. Must be proficient in learning new general ledger packages, Microsoft Excel and Microsoft Word.
2. Must have an excellent working knowledge of and ability to apply generally accepted accounting principles with special emphasis on non-profit accounting and reporting.
3. Must have the ability to communicate effectively orally and in writing.
4. Must demonstrate a high capacity for attention to accurate detail.
5. Must have communication skills suited to working effectively with leaders and a team of colleagues including ministry leaders, administrators, teachers, coaches, and support staff.
6. Must be a self-starter and have the ability to manage multiple projects.

Requirements

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- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.
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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

SIGNATURES AND APPROVALS

Employee Signature Date

Supervisor Signature Date