



College Church

Proclaiming the Gospel

Job Description

- Job Title:** Accountant I (40 hours)
- Reporting:** Reports to and is under the direct supervision of the Accounting Manager and is responsible to the Director of Administration and Finance.
- Primary Objective:** To enhance the ministries of College Church through (1) the maintenance of accurate financial records, (2) the implementation and maintenance of proper accounting procedures, (3) the extensive use of the Shelby Financials and Rock software, and (4) adherence to appropriate audit practices.
- Principal Duties:**
1. Process Accounts Payables for College Church and related subsidiaries, entering transactions into software after reviewing for authorization, and issuing payment.
 2. Process Accounts Payable for all rental properties, as well as processing rent and maintaining necessary records and completing all required deposits and payments.
 3. Download credit card statement and forward for approvals: then process for payment.
 4. Download reconciliation information from the bank.
 5. Assist donation process by reviewing check scan postings to donor records.
 6. Record daily store sales for the resale shops.
 7. Participate in STAMP missions trip receipting process.
 8. Maintain various spreadsheets for Missionary Christmas, STAMP trips, Care & Share.
 9. Create special reports for all ministries in the general ledger to facilitate the ministry running them and staying on budget.
 10. Create required Excel spreadsheets for support staff and Human Resources and assist with questions for other ministries as needed.
 11. Participate in the annual audit and year end activities including contribution statements, 1099's and W-2's.
 12. Other Duties as assigned by the Accounting Manager or the Director of Administration and Finance.

9/15/2022