**Accountant**

**Part-Time (20 hrs./week)**

**Role**

The accountant assists the Senior Accountant with day-to-day finance operations. This individual is a member of the Support Team and reports to the Support Team Leader while taking work direction from the Senior Accountant.

**Qualifications**

* Mature disciple of Jesus/disciple-maker
* Knowledge of and experience with accounting principles, finances, and accounting programs, specifically QuickBooks Online, database systems (CCB database).
* Proficient in Office 365 programs.
* Problem-solver.
* Works well with teams.
* Detail oriented and able to multi-task with consistency and accuracy.
* Organized.
* Capacity to transition to a Senior Accountant role.

**Responsibilities**

* Assists with processing weekly check requisition forms, invoices, and journal entries using QuickBooks Online.
* Assists with processing credit card payments using QuickBooks Online.
* Assists with processing weekly deposits and online giving through CCB.
* Assists with processing support payments to missionaries and tracking donor lists.
* Recruits, trains, and supports the team that helps process contributions.
* Balances the monthly checking and savings account bank statements.
* Assists with yearly review as needed.
* Assists with processing year-end donor contribution statements.
* Answers questions regarding finances and money handling policies and procedures.
* Assists with inventory tracking.
* Ensures financial forms are available to staff, ministry teams, and the church Body, including but not limited to offering envelopes, check requisition forms, and deposit envelopes. Prepares S-11 exemption certificates.
* Backup for the senior accountant as needed.
* Backup for phone answering.

**Availability**

20 hours per week

**Required meetings**

Staff, Support Team, Accounting Team, discipleship group, coaching.