

**SYCAMORE PRESBYTERIAN CHURCH
11800 MASON ROAD
CINCINNATI, OHIO 45249**

Position Description, Part A

JOB TITLE: SENIOR ACCOUNTANT

FLSA STATUS: FULL-TIME- 37.5 HOURS WEEKLY, EXEMPT

Reports to: Head of Staff/Senior Pastor

SPC PAY GRADE: \$44,000-55,000

Required Qualifications:

- Experience in preparing monthly financial statements
- Experience with fund accounting and related recordkeeping
- Experience in preparation and management of annual budgets
- Experience in principles of general accounting and financial management

Job Summary: The SENIOR ACCOUNTANT is a new full-time position that combines all of the responsibilities of the previous part-time Staff Accountant with associated responsibilities previously held by the Director of Operations. The Senior Accountant plays a vital role in helping the church accomplish its overall mission; Sycamore Presbyterian Church is a community where all are accepted and loved into a growing life with God. This is accomplished by ensuring sound financial management of the Church assets and day to day operations, including Human Resource management. This position works closely with Head of Staff/Senior Pastor, Preschool Director, Board of Trustees and other SPC staff, volunteers, committees and ministry teams.

Skills required: Candidates should possess:

1. Strong communication and interpersonal skills that focus on teamwork, support of church ministries, and enabling others to use their gifts in serving Christ.
2. Ability to maintain high personal, professional, and ethical standards.
3. **Demonstrated proficiency in computer skills including MS Office Suite, Excel, QuickBooks and Church management software such as Breeze.**
4. Willingness to acquire knowledge of current tax and Church business laws and to enhance and update those skills through internal and external training opportunities provided.
5. Value reliability and trust, be highly organized, self-motivated, detail oriented, and can work independently and with a team.
6. Able to handle confidential information with discretion and integrity.
7. Strong analytical skills and effective decision-making skills.

Essential Duties and Responsibilities

- Serves as point of contact for church staff and leadership regarding day- to-day business matters.
- Maintains an accurate filing, recordkeeping and reporting system for all church and preschool business matters.
- Prepares monthly and year-end financial reports for Board of Trustees, Preschool Board and Session.
- Manages the budgeting process and prepares the proposed annual budget for review by the Board of Trustees and approval by Session.

- Supports the annual stewardship campaign by providing data as requested by the Stewardship Committee and Senior Pastor.
- Coordinates the accounting of all offerings, funding of capital campaigns and grant funding received.
- Analyzes financial data and makes recommendations to Head of Staff/Board of Trustees/Session regarding business operations.
- Oversees the day-to-day operations of SPC and SPP finances, budgeting, payroll, AP, AR and financial reporting
- Provides guidance to Board of Trustees in processing transactions in compliance with IRS guidelines.
- Works closely with the Pastor/Head of Staff and Personnel Committee, to ensure proper oversight of human resource policies, including employee manuals, job descriptions, benefits, guidelines and compliance with federal and state labor laws.
- Assists the Board of Trustees and Session in long-range business and financial planning efforts.
- Ensures compliance with government reporting requirements for all business operations of SPC and SPP.

Position Description, Part B- Tasks

Business Administration

- Maintains and updates the file of all Church insurance coverages. Is the staff interface with insurance carrier contacts. Leads the competitive bid process for the renewal of current or additionally required coverages.
- Communicates with vendors to verify invoices and obtains W-9 forms.
- Prepares 1099's for subcontractors at the end of the year.
- Maintains the file of Retail Sales and Tax Exemption forms for provision to vendors.
- Registers new employees with the Church payroll, pension, insurance administrators.
- Collects, verifies, and uploads all new employee paperwork for State and Federal compliance.
- Maintains the official files for fringe benefit account balances including vacation, sick and personal time off.
- Coordinates staff compensation and benefits programs with the Head of Staff/Personnel Committee.
- Oversees bi-weekly payroll including preparation of payroll checks. Maintains payroll information in the accounting software.
- Serves as staff liaison to the Presbytery Board of Pensions.
- Administers employee health plans.
- Maintains all financial and personnel records including the permanent Church financial records (historical and those related to current assets and real estate and personal property).

Financial

- Prepares monthly and year-end financial reports for the Board of Trustees, Preschool Board, and Session.
- Properly designates and records all income and expenses and prepares timely financial reports so that all ministries are informed and equipped to carry out their ministerial missions.
- Manages the offering counting team.
- Maintains and balances all bank accounts and ensures the proper banking of funds collected.
- Records individual contributions and reconciles offering deposit sheets in BREEZE and QuickBooks.
- Records annual donor pledges in BREEZE, manages offering envelopes, prepares and distributes quarterly and annual contribution statements.
- Maintains spreadsheets of donations towards pledges and reconciles to QuickBooks monthly.
- Records cash receipts including required accounting for donor designated and non-designated receipts. Ensure that restricted gifts and designated funds are used in accordance with the intended purposes.
- Monitors cash balances and when necessary, prepares forecasts to the Board of Trustees.
- Is the official recipient of all invoices and payment requests for the processing of payment authorizations by the President of the Board of Trustees, Staff, or Ministry Leads.
- Manages the accounting of Staff credit cards and credit card statements.

- Issues and distributes Accounts Payable checks.
- Properly documents, verifies and initiates all payments that are made automatically or online.
- Supervises and reconciles all petty cash outflow.
- Executes a monthly bank reconciliation for operating and other accounts held by the Church and the Preschool.
- Executes a monthly reconciliation for all restricted and non-restricted investment accounts.
- Facilitates, supports and assists in the annual audit process coordinating with the Board of Trustees and the designated auditor.

Sycamore Presbyterian Preschool

- Prepares the annual SPP budget collaboratively with the Preschool Director for presentation to the Preschool Board.
- Manages SPP tuition and other deposits and allocates to the proper income line or designated bank account.
- Maintains SPP tuition records and invoicing.
- Advises Director on annual teacher contracts

General

- Handles in a timely and efficient manner all correspondences, emails and phone requests initiated.
- Participates in weekly staff meetings, monthly Board of Trustee and Preschool Board meetings.
- Performs other duties as assigned from time to time.
- Works closely and collaboratively with the Church Treasurer.