

Abiding Savior Lutheran Church and School

JOB DESCRIPTION

Accountant

Purpose: To serve the church and schools by developing, maintaining, coordinating, and administering accurate, complete and effective financial information by researching, analyzing, and recording accounting data and preparing reports.

Supervisor: Responsible to

Desired Professional Qualifications:

1. Accounting Degree or equivalent
2. Attention to Detail, Deadline-Oriented, Able to maintain Confidentiality, Excellent Time Management Skills, Data Entry Management, General Math Skills
2. Thorough knowledge and demonstrated ability in Quickbooks
3. Has a desire to grow spiritually and professionally

Personal Qualifications:

1. Demonstrates a Christian lifestyle as a dynamic disciple of Jesus Christ
2. Has good communication skills, both oral and written
3. Demonstrates the following character traits: patient, flexible, organized, enthusiastic, loving, caring, understanding, good judgment, sense of humor, and respectful of parents, staff and church members
4. Ability to foster positive relationships with staff, leadership, and congregation members

Physical Requirements:

1. Ability to lift 30 lbs and sit or stand for at least 2 hours at a time
2. General good physical health and stamina
3. Ability to perform all necessary tasks as needed

Duties and Responsibilities:

1. Serve in a full-time 12 month capacity
2. Responsible for Accounts Payable: Post accurately to correct accounts in Quickbooks and print checks.
3. Prepare and distribute Monthly, Quarterly and Annual Financials: including preparation and posting of journal entries
4. Post Deposits and complete bank reconciliations
5. Process ACH Input and Credit Card Payments
6. Sales tax payments, IRS returns and correspondence, property tax, and state communications
7. Process payroll including setting up new employees, collect and verify timesheets, review and issue W2 and prepare and file 1099 and 1096 forms.
9. Aid in annual budget process providing format and detail roll up information such as employee compensation and tuition and grant roll-up.
8. Support the mission statement of Abiding Savior Lutheran Church by performing other duties when asked to do so