

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Accountant

- Summary:** The Accountant supports the Finance Director in carrying out the responsibilities of the Finance Department.
- Location:** Central Services/Finance (works out of BCC Green Lake Office)
- Reports to:** Finance Director
- FLSA Status:** Exempt, Full-time

KEY RESPONSIBILITIES

- Prepare monthly journal entries and balance sheet reconciliations
- Provide budget analysis and forecasting for offerings, benefits, and taxes
- Prepare support for quarterly bank financials and annual audit
- Oversee internal monthly reporting to Location Pastors and Department Heads
- Process and pay vendor invoices, ensuring proper approval
- Manage electronic receipt reporting process for staff credit cards
- Manage unclaimed property reporting and 1099 reporting
- Participate as a member of Bethany Central Services and Bethany Community Church staff, and perform other duties as situation requires or as assigned by supervisor

POSITION QUALIFICATIONS

- Associates degree in accounting or equivalent work experience
- Solid understanding of Generally Accepted Accounting Principles
- Willingness to learn and gain hands on experience
- Knowledge in Microsoft Excel and Word
- Excellent time management skills
- Ability of work independently and in a team
- Able to commit up to 40 hours a week physically present at Bethany Community Church
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

PREFERRED QUALIFICATIONS

- Bachelor's degree in Accounting
- One year of accounting, accounts payable, and accounts receivable experience
- Experience with Sage Intacct
- Experience with Paylocity payroll system
- Experience with Pushpay

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 40 hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.