

Christ Our King Church – Accountant Job Description

General Summary:

The Parish Accountant manages all financial aspects of the parish; he/she serves the pastor and communicates with the Finance Committee.

Principal Duties and Responsibilities includes the following. Other duties may be assigned.

Maintains accurate filing, record keeping and reporting systems for all parish matters, including, but not limited to, accounts payable, payroll, accounts receivable, and investment funds.

Prepares month end close, including bank and investment account reconciliations, analytical review of accounts, and adjusting journal entries to ensure the accuracy of the financial statements.

Monitors the collection, counting, recording and depositing of parish revenues from all sources.

Maintains accurate parishioner contribution records and prepares year-end contribution letters.

Qualifications:

BS/BA in Accounting or Finance preferred

5+ years of relevant experience in public or nonprofit accounting

Strong attention to accuracy and detail

Ability to work in a team-based environment

Strong computer skills, including knowledge of accounting general ledger software

Ability to effectively organize and structure activities on a daily basis, prioritize and manage multiple tasks simultaneously and work to a deadline

Must have strong communication, leadership, organizational and analytical skills

This position currently has a flexible 20 - 28 hour work week with majority of work done on site at the parish office.