

## **St. Stephen's Staff Accountant Job Description**

**Job Title:** Staff Accountant

**Reports To:** Finance Director

**Position Status:** Full-Time Regular – Non-Exempt

**Purpose:**

Saint Stephen's Episcopal Church and School are affiliated yet separate entities. The business office staff is responsible for administration of the finances of each. The staff accountant is an integral part of the business office, responsible for analytical accounting work, ensuring accurate church and school financial statements, and reconciliation of all church and school accounts and revenue sources. The accountant will assist the Finance Director in the preparation of church and school financial statements and ad hoc reporting, oversee and perform all financial operations including contributions, accounts payable, accounts receivable, payroll and 1099, general ledger, yearly budget and planning, yearly audit, cash management, and compliance with applicable federal, state and city filings, laws and regulations

**Job Responsibilities and Duties for the Church:**

1. Obtain and record church pledges made during the annual stewardship drive.
2. Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
3. Prepare quarterly church giving statements.
4. Prepare all invoices submitted for payment, cut checks, submit for signature, and prepare for mailing.
5. Process payroll on a semimonthly basis.
6. Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
7. Balance checking account and investment accounts and submit reconciliation for signature.
8. Prepare monthly financial and ad hoc reports for the Church Board and individual ministry teams.
9. Maintain credit cards and expense reports
10. Assist in preparing a yearly budget draft for review and adoption by the Church Board.
11. Prepare year-end financial reports for annual meeting.
12. Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
13. Perform other necessary and related work as may be assigned.
14. Maintain confidentiality of all financial information.

## **Job Responsibilities and Duties for the School**

1. Invoice families for, and obtain and record receipts of, tuition and fees
2. Record donations to general fund, capital campaign fund, special funds, and donor designated funds.
3. Maintain confidentiality of all financial information.
4. Prepare all invoices submitted for payment, cut checks, submit for signature, and prepare for mailing.
5. Balance checking account and investment accounts and submit reconciliation for signature.
6. Assist in preparing monthly financial and ad hoc reports for the School Board and
7. Prepare yearly 1099 payroll tax forms
8. Assist in preparing a yearly budget draft for review and adoption by the School Board.
9. Prepare year-end financial reports for annual meeting.
10. Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
11. Maintain credit cards and expense reports
12. Perform other necessary and related work as may be assigned.

## **Job Skills and Requirements**

1. A minimum of a bachelor's degree in accounting from an accredited educational institution. A CPA is preferred.
2. Practical experience in fund-based accounting and account reconciliation.
3. Demonstrated proficiency in computer skills including Quick Books, ACS Financials, MS Word and excel
4. Attention to detail and precision in account reconciliation and report generation.
5. A commitment to good interpersonal relationships, teamwork and support of church ministries.
6. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
7. Dependable attendance.