**,PATTERSON PARK CHURCH**

**POSITION DESCRIPTION**

Position Title: Accountant

Reports To: Business Manager

**Principal Function**

Responsible for the financial records of the church. Exercises judgment in the analysis of financial data and preparation of statements and reports. Has expertise in appropriate computer applications. Supports and assists the Business Manager as necessary in the execution of her duties.

Duties and Responsibilities

Provide support to the Business Manager in all aspects of the accounting process including but not limited to the following:

1. Performs all financial operations including accounts payable, accounts receivable, and general ledger.
2. Maintains the general ledger and ensures proper documentation of transactions.
3. Oversees the recording of all cash and non cash contributions. Ensures charitable tax receipts are properly issued for all qualifying donations. Works with the Business Manager in disposing of non cash gifts as defined by the church’s policies.
4. Ensures monthly, interim (as needed), year-end and comparative financial reports are prepared, reviewed and distributed to appropriate staff and committees on a timely basis.
5. In conjunction with the Business Manager and the Finance Committee, assists with the preparation, coordination, and review of the annual budget proposals.
6. Assists Internal Audit/Review Committee with reviews and recommended system modifications.
7. Possesses and applies a broad knowledge of accounting principles, practices and procedures.
8. Stays current with developments and practice trends in the account­ing profession; monitors accounting systems and recommends new or revised finan­cial policies and procedures.
9. Performs special projects and other duties as assigned.

Key Competencies

* Attention to detail, the ability to multi-task, establish priorities and organize efficiently.
* Must have the ability to maintain strict confidentiality and communicate in a professional manner.
* Individual must be computer literate with the ability to learn new software. Must be proficient in Microsoft Word and Excel.

Education and Experience

* An associate’s or bachelor’s degree in accounting is preferred, as well as related work experience.