

## **Morning Star Church Job Description**

Job Title: Accountant  
Reports to: Executive Director  
FLSA Status: Salaried – Exempt  
Classification: Part-Time Staff, 20 hours 2010, and Full-Time Staff 2011

### **Job Overview**

This position will handle all the day to day accounting needs for the Church and assist in the administrative department.

**General** responsibilities will include but not be limited to:

- Accounts Payable
  - Route bills to appropriate parties for coding and approval
  - Input data into accounting system
  - Process weekly disbursements
  - Mail checks and file paid bills
  
- Receipts
  - Post weekly gifts from batching process
  - Deposit miscellaneous checks
  - Develop and Oversee the Counting Team
  - Maintain spreadsheets used for analysis and data collection
  
- Checking and restricted accounts reconciliation
  
- Payroll
  - Call payroll in to the third party processor
  - Post payroll journal entries
  - Maintain employee files
  - Process employee forms
  
- General Ledger
  - Enter and post journal entries
  - Assist with month end close
  
- Assist administrative staff with daily tasks as needed

### ***Skills and Talents:***

- Strong organizational abilities and detail oriented
- A gracious, Christ-like demeanor in demanding situations
- Ability to think “out of the box”
- Ability to take direction and create results
- Ability to be flexible in an environment that is subject to spontaneous changes
- Excellent telephone demeanor
- Excellent computer skills

### ***Experience:***

- College degree in accounting
- Minimum of two years experience
- Proficient in Microsoft Office
- Past experience with Fund Accounting and ACS is a plus