

GENERAL DESCRIPTION:

Compile financial records and reports for Spanish River Church and its various ministries, ensuring accuracy and adherence to sound internal controls. This is a full-time, Exempt position working Monday-Friday. A pre-employment drug screening is required for all candidates offered employment.

REPORTS TO:

Financial Manager

TEAM MEMBERSHIP:

Accounting Team

PRIMARY JOB FUNCTIONS & RESPONSIBILITIES INCLUDE (but are not limited to):**CASH RECEIPTS – CONTRIBUTIONS**

- Review Sunday contributions and corresponding general ledger entries
- Record-keeper of non-cash gifts
- Maintain spreadsheets used for tracking donors and communicate with appropriate staff members
- Assist with quarterly emailing/ mailing of contribution statements
- Liaison between ShelbyNext Giving, Arena and donors
- Collaborates with IT department to maintain and improve systems for online giving.

CASH RECEIPTS – NON-CONTRIBUTIONS

- Oversee non-contribution cash receipts
- Reclassify counseling fees to appropriate therapist monthly
- Point of contact for facility rental billing
- Complete and update annual PCI compliance certifications

BANKING

- Collect and file bank statements
- Monthly Bank Reconciliations
- Liaison between SRC and banking relationships/banking software
- Oversee credit card transactions – trouble shoot, set up employee accounts, communicate policy, and facilitate repairs or problems with IT, etc.
- Update bank account registers on a daily basis and verify balances
- Prepares bank transfers as directed by Financial Manager and Human Resources.

ACCOUNTING

- Work with the Financial Manager in preparing monthly reports for ministry leaders and department managers
- Prepare recurring and adjusting journal entries
- Prepare Ministry Budget inquiries as requested
- Update monthly Fund, Short Term Liability Account, Suspense Accounts Schedules
- Reconcile donor database to general ledger on a monthly basis
- Reconcile flexible spending account third party processor information on a monthly basis
- Reconcile school tuition receipts to general ledger

MISCELLANEOUS

- Cross-train in Cash Receipts, Accounts Payable and Deacons disbursement functions and assist when needed
- Review and back up for payroll processing.
- Submit payroll adjustment as needed
- Annually organize campus-wide document shredding and billing with Accounting Associate
- Updates procedures as needed
- Resolves problems that arise with donor database and credit card processor

QUALIFICATIONS REQUIRED:

- Bachelor's degree in Accounting and 3+ years of experience
- Knowledge of nonprofit accounting is a plus
- Must be organized, have a strong attention to detail and work within a deadline
- Proficient in Microsoft Excel
- Strong technical skills
- Must be able to work well with people
- Must have strong verbal and written communications skills
- Must be able to problem solve

PERSONAL REQUIREMENTS:

A desire to use your administrative skills and accounting experience to support ministry is a must. This position requires confidentiality and a servant's heart. This role also requires the ability to multi-task and work well with deadlines.

SPIRITUAL GIFTS:

Administration, Discernment, Wisdom, Encouragement

****Spanish River Church is a Drug-Free Workplace. We participate in E-Verify****