

CHURCH ACCOUNTANT

Part-time, estimated 8-12 hours per week position at hourly rate of \$14.73. No benefits are associated with this position.

Job Summary: This position is responsible for handling day-to-day financial matters and maintaining financial and personnel records.

Key Duties:

- Manage all aspects of daily bookkeeping, including handling all invoices, payments, account and bank reconciliations and financial contributions.
- Manage all aspects of payroll.
- Maintain financial records in church management software and manage updates and changes to the software system.
- Track, manage, and record annual pledges resulting from stewardship drive.
- Analyze pledge data and create comparison reports for others to view while maintaining the confidentiality of the pledges.
- Work with personnel committee to facilitate new employee hiring/exiting, as well as all aspects of employee benefits.
- Participate in monthly Finance Committee meetings and serve as integral non-voting member and staff liaison. Work with committee to coordinate and develop the annual budget.

Minimum Qualifications:

Degree in Finance, Accounting or related field preferred, or equivalent experience. Must be proficient with Excel.

If interested, please send cover letter and resume to secretary@popportage.org.