



## Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America  
*UP with God. IN through Community. OUT for the World.*

<b>Position Title</b>	Accountant
<b>Classification</b>	Non-exempt, Full Time
<b>Team</b>	Finance
<b>POP Values</b>	<p><b>Faith:</b> We value growing in our relationship with God</p> <p><b>Christ Centered Community:</b> We value relationships in which we grow together to celebrate one another’s joys and bear one another’s burdens</p> <p><b>Service:</b> We value providing for the needs of others in Jesus’ name</p>
<b>Core Purpose</b>	The Accountant provides oversight of the Finance Office, safeguarding assets of all entities of Prince of Peace, ensuring timely and accurate payment of purchases, and managing the payroll and day to day employee benefits administration. The Accountant works alongside and assigns work to the Accounting Clerk, as well as providing oversight of volunteers in the Finance Office.
<b>Essential Functions</b>	<p><b>Payroll/Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Ensure accuracy of semi-monthly payroll upload</li> <li>▪ Upload payroll taxes, HSA and 403b employee contributions and employee match, file quarterly reports</li> <li>▪ Review and reconcile benefit invoices</li> <li>▪ Process new hires and terminations, and administer COBRA and retirement plan/termination process</li> <li>▪ Process benefit changes and new benefit enrollments; assist in annual benefit enrollment</li> <li>▪ Administer insurance for leaves, STD/LTD and FMLA</li> <li>▪ Run background checks for staff and enter information into database</li> <li>▪ Maintain all employee personnel files</li> </ul> <p><b>Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>▪ Oversight of counting and depositing of offerings and posting of contributions into member records, record all online gifts and credit card funds</li> <li>▪ Deposit all other payments and record in GL</li> <li>▪ Produce and mail year-end tax receipts, produce bulk mail paperwork</li> <li>▪ Produce interim giving receipts 3-4 times per year</li> <li>▪ Maintain Vanco database and assist users</li> <li>▪ Assist in annual and capital campaign process – enter pledges into records</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Manage all document storage, and monitor records per retention policy</li> <li>▪ Produce acknowledgements for memorial gifts and special thank you notes</li> <li>▪ Record stock gifts, IRA and Donor Advised Funds into GL and donor records, and mail or email gift acknowledgement</li> </ul> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>▪ Oversight of AP process – monitoring purchase orders, entering invoices, running checks</li> <li>▪ Provide annual 1099's at year end for independent contractors</li> </ul>
<b>Competencies Required</b>	<p>Confidentiality</p> <p>Strong communication and problem-solving skills</p> <p>Highly skilled in attention to detail and strong organizational skills</p> <p>Ability to accurately meet all deadlines on a weekly, monthly, quarterly, and annual basis</p> <p>Technical knowledge of accounting, payroll, and benefit administration</p> <p>Demonstrated knowledge of Microsoft Office products, including Excel, Word, and mail merge functions</p> <p>Ability to supervise staff and volunteers</p> <p>Ability to manage several projects simultaneously</p>
<b>Physical Demands</b>	<p>Ability to lift up to 15 pounds occasionally</p> <p>Ability to sit at the computer for long periods at a time</p>
<b>Work Environment</b>	<p>While performing duties, the employee regularly works in a fast-paced environment. This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.</p>
<b>Travel</b>	<p>None required.</p>
<b>Education and Experience Required</b>	<p>Bachelor's Degree in accounting</p> <p>3-5 years' accounting experience</p>
<b>Education and Experience Preferred</b>	<p>Church or non-profit experience preferred, paid or unpaid work</p> <p>Experience with church management systems, preferably ACS Technologies or Shelby Systems</p> <p>3 or more years' experience of supervising staff/volunteers</p> <p>Ability to understand and work in a large staff/organization environment</p>
<b>Additional Eligibility Requirements</b>	<p>None</p>
<b>Supervisory Responsibility</b>	<p>Accounting clerk and volunteers</p>