

General Description: Saint Andrews Presbyterian Church is seeking at an individual to fill a full time position of Accountant to manage the various ministry and administrative account. Maintain and prepare various reports and distribute as necessary.

Duties consist of:

- Manage day-to-day bookkeeping for multiple accounts
- Prepare reimbursement, expenditure reports and requests for payment in accordance with requirements
- Communicates any anticipated problems, delays, disallowed costs, and fiscal issues to Administrative Team
- Reviews and approves Purchase Orders
- Reconcile general ledger accounts
- Completion of the monthly variance analysis and follows up with Ministry Teams or Deacons to take necessary actions
- Assist in preparing fiscal and budget reports
- Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements
- Reconcile bank and credit card accounts
- Manage accounts payable and receivable processes
- Process payroll and ensure compliance with tax regulations
- Assist with budgeting and forecasting
- Maintain accurate financial records and documentation
- Assist with direct ministry projects accounts
- Manage year-end close and tax filings
- Assists in the preparation of the annual audit.

Requirements:

- Bachelor's degree in Accounting, Finance, or equivalent work experience.
- Proficiency in various accounting software
- Experience managing multiple ministry teams
- Excellent analytical and problem-solving skills
- Attention to detail and accuracy
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Ability to work assigned business hours to support Saint Andrews Presbyterian Church
- Salary will be dependent on education and experience

Inquiries can be directed to clerk@sapc.net