

## UNION CHAPEL M.B. CHURCH

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### **JOB DESCRIPTION CHURCH ACCOUNTANT**

**REPORT TO:** Church Administrator

**STATUS:** Part-time

#### **GENERAL SUMMARY:**

Must possess the ability to process information in an analytical manner. Have high attention to detail for the purposes of reviewing records and financial statements. Record, analyze, and report financial transactions, ensure financial records and statements are accurate and comply with laws and regulations

#### **SUPERVISION:**

The position is under the supervision of the Church Administrator and will also be responsive to the trustees and deacons.

#### **QUALIFICATIONS:**

To serve as the financial resource for all church finances, and managing the financial affairs, budget planning and administration. We are searching for the following qualifications.

- A bachelor's degree in accounting with a minimum of three (3) years of Demonstrable Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including V lookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

**REQUIREMENTS/SKILLS:**

- Critical thinking
- Confidentiality,
- Professional Competence and Due Care,
- Objectivity and lack of bias,
- No conflict of interest,
- Integrity in business and professional relationships and avoid actions that might discredit the accounting profession.
- Strong attention to detail and good analytical skills

**CONFIDENTIALITY STATEMENT**

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!

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