

# Accounting Manager

**Large Presbyterian Church seeks Accounting Manager.** Reporting to the Director of Finance and Operations (DFO), we are searching for an individual who is faith based, values organization and attention to detail and can confidentially and accurately account for all the financial transactions of the Church.

## **Accounting Manager Job Responsibilities:**

- Prepare weekly mail and teller deposits and related journal entries
- Process and account for all credit card and electronic deposits.
- Prepare monthly journal entries
- Process quarterly contribution statements
- Perform monthly bank reconciliations
- Prepare general accounts payable transactions twice a month
- Complete typical filing of all receipts and disbursement transactions
- Create and maintain various spreadsheets and other supporting documentation
- Work closely with the DFO on financial and various other matters
- Maintain and follow manual of accounting policies and procedures
- Assist with the day-to-day operations of the office, including special mailings, receptionist backup, and maintenance of internal documents and publications
- Perform other related projects as determined and assigned

**Work Hours & Benefits:** This is a full-time position with salary commensurate with experience. We offer generous benefits including health, dental, vision, life, disability and 403(b) as well as holidays and other paid time including vacation.

## **Qualifications, Skills, Education and Experience:**

- Attention to detail
- Must be self-motivated, resourceful, and well organized
- Must be great communicator
- Bachelor's degree in accounting or finance preferred
- Minimum 5 years of experience in accounting/finance
- Full knowledge and experience with Microsoft Office 365
- ACS Financial & People software experience required
- Non-profit experience preferred

- Cover letter, resume, salary requirements, and multiple reference required when applying
- A full background check will be completed for successful candidate

Send responses to [reservations@gpmchurch.org](mailto:reservations@gpmchurch.org).