



Job Summary:

The Accountant will prepare and maintain financial records to track the organization's assets, liabilities, income (contributions, donations, funds raised), expenses, payroll, and other related financial activities.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Performs general accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Works directly with church leadership as needed to present and explain financial performance and help to highlight key measures, trends, and opportunities.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Responsible for management of online/electronic giving platform.
- Monitors and records changes to checking/savings accounts and assists to provide recommendations for investment of cash reserves beyond what is needed for daily operations.
- Monitors and records changes to investment accounts and assists to provide recommendations regarding withdrawals and disbursements from income-producing financial investments.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts
- Manages congregational contribution accounts at the individual level.
- Manages the purchasing and invoicing system, oversee and promotes usage of cash-back credit card. Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Participates in finance committee meetings and discussions to offer information and to receive guidance.
- Provides finance committee with assistance in gathering necessary account information and documents to perform annual internal review.
- Assists any internal & external accounting or auditing professionals by gathering information, support, and process documentation.
- Prepares and tracks financial information specific to any grants or other funding received from outside agencies.
- Properly records funds that have been designated for specific purposes and maintains related records in a consistent and organized fashion.
- Properly records income and expenses related to the Immanuel Preschool of Shillington.
- Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
- Transmits payroll timely and accurately.



- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Maintain a professional demeanor in interactions with others.
- Interact in person and over phone with diverse personalities and requests with patience, compassion, and friendliness.
- Discretion and respect for the confidential nature of certain information at all times.
- Knowledge of general financial accounting and cost accounting, non-profit accounting experience is a plus.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Ability to correctly prepare internal management reports.
- Computer proficient with accounting software, Microsoft Office Suite (preferred) or similar software, and basic office equipment (scanner, copier, etc.) Experience with Church Windows software a plus.

Education and Experience:

- Bachelor's degree in Accounting, or related field, required.
- At least three years of related experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

To Apply:

Apply on Indeed.com (search "staff accountant" or "Immanuel United Church of Christ")

IUCC's Extravagant Welcome:

As a church, we are followers of Christ who strive to reflect the attributes of Jesus.....patience, joy, peace, kindness, integrity, empathy, humility as well as hospitality to all people. As church employees, we ask that these same attributes are reflected in both your work as well as your interaction with our members, visitors, vendors and the general public. We encourage all of our employees to reflect God's light in all of our daily tasks. Compassion, confidentiality and collaboration are also key elements for a successful work environment. We encourage you to support each other when handling challenging situations with both people and projects.

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