
Job Description:

Position: Accounting Manager
Reports to: Operations Director
Type of Position: Full-time, Salary

Overview:

The Accounting Manager will advance the mission and vision of Spring Lake Church by providing efficient financial services to support church ministries while ensuring compliance with internal procedures and governmental requirements.

Responsibilities:**Receivables**

- Coordinate weekly offering process.
- Coordinate weekly offering entry into church management software.
- Export credit card & ACH donations. Sort and import into church management software and assure accuracy.
- Organize, post and prepare non-donation cash and checks for deposit.
- Reconcile all donations and post into QuickBooks.

Payroll

- Coordinate, process and post bi-weekly payroll, including applicable tax payments.
- Monitor and post HRA accounts for monthly closing.
- Monitor and post monthly insurance charges.

Payables

- Pay all invoices and check requests in a timely manner after acquiring appropriate approval.
- Review and prepare reimbursements to staff and discuss any concerns with Operations Director.
- Prepare and distribute credit card reconciliations.
- Post credit card transactions after they are returned.

Administrative and Support

- Handle onboarding of new employees for financial and human resource areas.
- Provide weekly bank totals, income & expense reports for Operations Director and Pastors.
- Provide giving and budget totals for weekly newsletter.
- Provide monthly department reports to appropriate staff for final check before closing.
- Complete bank reconciliation by mid-month.
- Provide monthly financial reports to Elders and Finance Team members.
- Provide monthly payables and receivables to internal auditor after closing.
- Help with budget process, provide reports and enter in QuickBooks.
- Complete annual 1099-Misc forms and mail before deadline.

- Maintain accounts payable, accounts receivable, payroll and personnel files.
- Send thank you notes to donors for non-cash and quid pro quo donations as needed.
- Reconcile, print and mail year end donation tax statements in a timely manner.

Requirements:

- Vibrant and healthy spiritual life.
- Member or willing to become member of Spring Lake Church.
- Experience in accounting industry.
- Solid team player.