

Mission Presbytery(MP) Accountant and Bookkeeper

Purpose: Manages and administers the MP financial, accounting and bookkeeping functions for MP and John Knox Ranch. Supports the General Presbyter and MP through the Fiscal Oversight and Stewardship Committees.

Status: This position is a non-exempt, part-time, salaried position eligible for all BOP benefits with cost-sharing for certain benefits. Scheduled work hours are 24 per week. This position reports to the General Presbyter through the Human Resources Committee of the General Council.

Essential Functions and Responsibilities:

1. **Accounting and Bookkeeping Administration** – Manages three MP checking accounts, reconciling monthly. Completes all accounts payable and grant administration tasks. Deposits all receipts into appropriate accounts. Completes all journal entries and runs monthly financial reports and tracks Per Capita receipts. Completes and distributes Contribution Statements annually.
2. **Financial Administration** – Manages the MP financial accounts including, the HM King loan account, MP Operating account, and all investment accounts. Prepares required reports for various committees including HM King, Trustees, Fiscal Oversight, and Stewardship. Answers questions and provides recommendations when appropriate. Works with the Fiscal Oversight committee and Trustees to create and update policies and procedures.
3. **Payroll Administration** – Processes monthly and bi-weekly payroll for all MP personnel. Receives time sheets from the Office Administrator to track benefits usage for all MP personnel. Files Board of Pension annual report, keeping track of salary changes. Completes all W-2s, 1099s and 1096s for MP, the Broadway Building and John Knox Ranch.
4. **Budget Administration** – Generates reports for the General Council, Stewardship, and Fiscal Oversight committees' use during budget season. Provides input into the MP budget.
5. **Database Management** – Maintains the MP ACS software. Works with the Office Administrator to implement new functionality. Ensures all information is updated on a regular schedule or as needed.
6. **Auditing** – Provides necessary materials for annual audit process, working with the Auditor. Prepares letters to lawyers, banks, and churches that have outstanding loans or grants with MP.
7. **Support** – Works with the General Presbyter, Stated Clerk and Office Administrator as necessary to support the work of the Presbytery. Attends MP meetings providing financial and accounting information as necessary.

Preferred Qualifications and Characteristics: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ. Be an active member in good standing of a Christian Church.
- Requires a Bachelor's Degree in Finance/Accounting and two to three years related experience and/or training or an equivalent combination of education and experience.
- Demonstrates strong leadership and organizational skills; ability to solve practical problems in unusual circumstances and a timely manner.

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- Demonstrates ability to communicate in a gracious manner, protecting confidentialities and building relationships using the English language, with a preference for Bilingual Spanish skills.
- Demonstrates ability to read, analyze, and interpret accounting and business documents and contracts.
- Demonstrates proficiency in computer skills including database management and software use such as Microsoft Office, Google and Access products.
- Demonstrates ability to manage a project, completing on time and within budget.
- Demonstrates ability to travel overnight on an occasional basis.
- Demonstrates ability to pass all Presbytery background screening requirements.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is an occasional travel requirement that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment.