

Financial Accountant Job Description

Willoughby United Methodist Church

The Financial Accountant shall have solid accounting and computer skills with working knowledge of fund accounting principles, payroll and tax requirements. This position is part-time with flexible working hours requiring an average of 15 hours per week. The incumbent must possess the skills to work well with a variety of people, to communicate effectively with the church staff, and to maintain confidential information. This position is classified as exempt and reports directly to the Administrative Assistant and the Senior Pastor.

ACCOUNTING/RECONCILIATION

- a. Responsible for finalizing the weekly bank deposit of non-donated funds.
- b. Responsible for reconciling monthly bank statements and monitoring cash flow.
- c. Responsible for reconciling asset and liability accounts.
- d. Accurately record, request and categorize fund transfers from Foundation committee to general budget; receipts and expenditures for special event/project accounts and funds.
- e. Review and respond to any inquiries relating to the finances of the church.
- f. Enter Pastor's Discretionary and Food Pantry financial information into church financial software monthly and reconcile. Assist Preschool accountant as needed.
- g. Upload automated giving to the church financial software at least monthly.

AP/PAYROLL

- a. Prepare checks for Accounts Payables. Review check requests for appropriate authorization and account/fund.
- b. Prepare Payroll checks for church staff, Food Pantry, and Preschool; stay current on payroll tax requirements. Request/process Food Pantry and Preschool reimbursement for employer taxes and workers compensation.
- c. Submit monthly local, State, and Federal withheld payroll tax. Prepare and submit quarterly payroll tax reports and year-end payroll forms (quarterly 941 forms and annual W-2/W-3 and 1099/1096-MISC). Do annual Workers Compensation payroll report.
- d. Maintain files of all employee employment and payroll forms; forward copies as required to governments, UMC Conference, and benefits agencies (health & pension). Report new vendors and new hires to state.

REPORTS

- a. Prepare monthly finance reports for committees and other special reports as needed.
- b. Attend Finance Committee Meetings at least quarterly to explain details of financial reports as needed.
- c. Solicit budget numbers from committees in June, then assemble Proposed Budget for September finance committee vote.
- d. Make available all financial records for annual audit and be available to respond to audit committee questions.
- e. Prepare financial data for Charge Conference and annual year-end reports.

MISCELLANEOUS DUTIES - Any other duties deemed necessary to maintain the financial integrity of the church.

Revised and approved by SPRC: