



## **EAST OHIO ANNUAL CONFERENCE – THE UNITED METHODIST CHURCH**

**TITLE:** Senior Accountant  
**FLSA CLASSIFICATION:** Exempt / Salary  
**SUPERVISOR:** Director of Financial & Administrative Services  
**DATE OF LAST REVISION:** July 24, 2017

### **Summary / Objective**

The Senior Accountant position is responsible for serving as a team leader in the Financial & Administrative Services area and ensuring the department creates accurate and timely financial records for the Conference.

### **Essential Functions**

1. Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department
2. Works with the accounting team on appropriate fiscal strategies for the Conference
3. Reviews records of accounts to ensure accuracy
4. Processes payroll for assigned churches
5. Prepares bank account reconciliations for assigned accounts
6. Develops systems for the maintenance of financial records, making use of current technologies
7. Creates forms and manuals for accounting, bookkeeping and payroll personnel
8. Works with, prepares for and facilitates the annual audit in cooperation with the Director of Financial & Administrative Services, auditing firm, its partners and Conference leadership
9. Prepares reports and documents for Annual Conference, currently held every year in June.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as necessary.

### **Supervisory Responsibilities (if any)**

The Senior Accountant does not have any direct supervisory responsibility, but will be relied on to be a leader within the department and the annual conference. Other duties, responsibilities and activities may change at any time with or without notice.

## **Competencies Required**

1. Supportive of the mission and ministry of The United Methodist Church
2. Commitment to the mission, vision and values of the East Ohio Annual Conference
3. Financial Management
4. Ethical conduct
5. Collaboration and leadership skills
6. Thoroughness and attention to detail
7. Initiative
8. Time management skills
9. Effective and efficient use of time, talent and resources; high ability to prioritize
10. Dependability and high degree of integrity
11. Commitment to confidentiality
12. Proficiency in oral and written communication
13. Computer savvy and familiarity with Microsoft Office products, including especially Microsoft Dynamics and/or other accounting software packages
14. Strong math skills
15. Organizational skills
16. A team player

## **Educational and Experience Requirements**

1. Bachelor's degree or the equivalent of a four-year degree from an accredited learning institution
2. A minimum of 5 years performing duties of a like-nature to the position described herein, or in a position wherein the skills and experience are deemed transferrable and relative

## **Work Environment and Travel Demands**

This position's function and duties are performed in a professional office environment. The role requires the use of common office equipment such as computers, phones, photocopiers, scanners, adding machines and fax machines, and will also include filing documents (both the physical process of filing documents and electronic filing of documents). This position is largely sedentary.

## **Application Materials Required**

Interested applicants must complete and submit the following information to be considered:

- a. A letter of interest
- b. A current resume

All information should be submitted via email to [vera.rebrovich@eocumc.com](mailto:vera.rebrovich@eocumc.com) no later than August 11, 2017.