



Staff Accountant Job Description

Mission: Making Jesus Known

Title: Staff Accountant

Reports to: Finance Manager

Supervises: Accounting Volunteers

Hours: Part-time 25 hours per week

Job Description: The Staff Accountant will oversee the financial activities of the Lutheran School and Church, ensuring that all accounting functions are performed in an accurate and timely manner. This role involves assisting with preparing financial reports and budgeting, performing reconciliations, and ensuring compliance with all financial regulations. The Staff Accountant will work closely with school and church leadership to support the ministry and educational goals of the organization.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or equivalent experience.
- Minimum of 2 years of experience in accounting, bookkeeping, or financial administration, not-for-profit desired.
- Experience using financial software, spreadsheets, and word processing.
- Excellent attention to detail and strong organizational skills.
- Ability to handle sensitive and confidential information with discretion.
- Strong communication skills and ability to work collaboratively with staff and church members.

Primary Duties and Responsibilities

- Assist in managing the financial guidelines of Trinity Lutheran Church and School.
- Prepare and record financial transactions including accounts payable, payroll, deposits and journal entries.
- Prepare bank reconciliations
- Reconcile credit card statements and payments
- Timesheet collection and process of payroll
- Prepare student billing
- Monitor outstanding receivables, including tuition payments, donations, and other contributions, and follow up on overdue amounts.
- Assist in the preparation of the yearly budget and audit.
- Assist in the maintenance of an effective system of internal controls.
- Assist in maintaining the office budget.
- Partner with the Finance Manager in assisting with new finance duties as they arise.

Human Resources Responsibilities

- Assist in maintaining payroll files.
- New employee onboarding
- Partner with the Finance Manager in assisting with new human resource duties as they arise.