

Myers Park Presbyterian Church

Job Description

Job Title: Project Accountant
Department: Administration
Reports To: Finance Director
FLSA Status: Non-Exempt/Part-time
Revised Date: July 2016
Funding Source: GF-Personnel

SUMMARY

Functions as a member of the Finance team to manage the general ledger, perform monthly journal entries and account reconciliations, assist ministry teams, and complete special projects as assigned by the Finance Director.

A. QUALIFICATIONS

- Bachelors degree (B.A.) from a four-year college or university; Certified Public Accountant (preferred) and four to five years of experience managing financial projects
- Church or non-profit experience preferred but not required
- Computer knowledge – Microsoft Office suite, specifically advanced Excel internet/intranet, and database concepts

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Enter transaction data and extract necessary financial information from database for reporting purposes
- b) Perform month end accounting process, including bank reconciliations and general ledger account reconciliations
- c) Assist Ministry teams with budget/accounting questions, correcting accounting errors and financial reporting
- d) Prepare financial statements and reports for Finance Director approval
- e) Backup other Finance office staff during sick days and vacations and assist with daily Finance office tasks
- f) Assist with yearly audit preparation and year-end financial reporting
- g) Other duties as assigned by Finance Director

C. ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- a) Ability to communicate well
- b) Maintain strict confidentiality
- c) Understanding of work flow in order to handle multiple projects simultaneously

E. PHYSICAL AND MENTAL REQUIREMENTS

- a) Physical requirements include but may not be limited to: frequent handling of files, books, computer disks and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- b) Mental requirements include but may not be limited to: general math functions, intermediate reading, advanced reasoning, intermediate speaking ability, and intermediate writing ability.

F. WORK ENVIRONMENT

- a) The employee is occasionally required to be mobile throughout the building and attend off-site functions.