

PRESBYTERY OF DETROIT POSITION DESCRIPTION

TITLE: Accounting Manager (28 hours per week)

PURPOSE:

The Accounting Manager will assist the presbytery (a group of churches in the Detroit area) staff, its committees, and constituents with accounting services and the administration of financial accounts. The Accounting Manager will work in concert with the Executive Presbyter, the Bookkeeping Assistant, Presbytery other staff, and committee/team chairs in the general accounting responsibilities related to all aspects of the Presbytery's ministry.

ACCOUNTABILITY:

The Accounting Manager is accountable to the Executive Presbyter (CEO) as Head of Staff for the timely performance of his/her duties.

RESPONSIBILITIES:

The responsibilities include but are not limited to the following:

1. Enter all financial information in the Abila/MIP computer system related to all aspects of the business and missions of the Presbytery of Detroit;
2. Reconcile journals, sub ledgers, budget and non-budget reports;
3. Maintain fixed assets ledger and maintain current cash balance of Presbytery's checking accounts per fund;
4. Review petty cash system and reconcile petty cash monthly;
5. Reconcile cash and investment accounts to transfer funds as needed to meet financial obligations;
6. Prepare payroll and maintain employee payroll records, process by-weekly with payroll company;
7. Reconciliation of investment accounts and operating accounts;
8. Prepare all journal entries related to mission and program funds;
9. Prepare monthly summary review for accounting consultant;
10. Prepare monthly reconciliation and transfer reports for trustees;
11. Review completed monthly reports and give to the Executive Presbyter for final review;
12. Prepare quarterly mission giving reports for congregations and give to the Bookkeeping Assistant for distribution;
13. Prepare financial statement requirements as required by for Trustees, Coordinating Cabinet, and Presbytery Meetings;
14. Coordinate, prepare, and distribute Trustee monthly agenda and packets, including all related documents;
15. Post Trustee documents and minutes to pod.caucus.com website.
16. Assist in preparations and presentations of records and reports for independent auditors and provide follow-up reports as requested;
17. Participate in staff meetings, contribute to budget negotiation meetings;

18. Prepare accounting related correspondence regarding mission, insurance, accounts payable, accounts receivable as required, and any other as requested;
19. Assist churches and committee members with information requests;
20. Oversee all tax payments and other government requirements (such as “friend of the court”); and
21. Complete other tasks as assigned by the Executive Presbyter.

KNOWLEDGE AND SKILLS:

Full knowledge of fund accounting, College-level studies, or acceptable years of service in the fund accounting field, knowledge of MIP fund accounting preferred, employee benefit program requirements, and payroll preparation is required. Good communication skills, ability to maintain confidentiality, ability to coordinate and carry out multiple assignments in a timely fashion, knowledge of office machines and equipment. Knowledge of the structure of the Presbyterian Church (U.S.A.) is helpful.

Computer skills: Excel, MIP (by Abila, formerly SAGE) accounting software (or similar system), Microsoft Word.

Candidate capable of being bonded and passing a criminal background check.

RELATIONSHIPS:

The Accounting Manager shall work in a team relationship with all other members of Presbytery staff. In addition, the position impacts the work of the Presbytery staff and Presbytery committees and calls for interaction with the Presbytery’s constituents. With respect to timely performance of responsibilities, the Executive Presbyter is the supervisor of the work of the Accounting Manager.

EVALUATION:

There is an annual performance review and evaluation conducted by the Operations Ministry Team and reported to Executive Presbyter and Coordinating Cabinet. An annual compensation review will be conducted and any recommended changes reported to Operations Ministry Team.

TO APPLY:

Send your resume with a cover letter to jobopening@detroitpresbytery.org

DEADLINE:

February 28, 2018.