

Presbytery of Philadelphia
Position Description
Staff Accountant

The Staff Accountant for the Presbytery of Philadelphia is an opportunity and privilege to serve a diverse community of over 100 Presbyterian churches in multiple counties. The position requires an understanding of church accounting procedures, independent judgement, and initiative. The Accountant must understand it is the churches we serve through the structured polity and ministry of our denomination. The stewardship of this polity and ministry is the essential guide for the Presbytery's business, accounting, and administrative positions.

Reporting/Accountability:

The Staff Accountant reports to and receives directions from the Director of Business Administration. Like all positions at the Presbytery, the Accounting Manager is accountable to the governing bodies and commissions of the Presbytery, in addition to the Executive Presbyter and Director of Business Administration.

Staff Accountant Job Responsibilities:

- * Maintain the financial records of the Presbytery.
- * Provide oversight of payroll processing with the outside service provider, maintain employee information and tax documentation, including but not limited to W-4, W-2, 1099, personnel files, and quarterly payroll filings.
- * Prepare journal entries with adequate supporting documentation for review and approval by the Director of Business Administration and subsequent general ledger posting
- * Prepare financial statements and reports for review by the Director of Business Administration
- * Implement bank and investment transfers as authorized/approved by Director of Business Administration
- * Prepare schedules and reports as required by independent, third-party audit/accounting firms
- * Maintain proper data files that allow for the efficient preparation and distribution of member church Per Capita charges, reminders, statements, and Shared Mission Receipts
- * Suggest and initiate accounting processes and reports that improve and enhance the efficiency, productivity, and credibility of the presbytery Business Office
- * Ensure all payments to the Synod and Office of General Assembly are properly identified enabling those institutions to effectively document Presbytery remittances
- * Timely prepare account distribution coding for invoices and amounts due to Board of Pensions, and other employee benefit related firms, for entry into the Accounts Payable procedures.
- * Prepare presbytery credit card statements for approval and payment processing
- * Generate and distribute periodic, regular, and ad hoc reports to Presbytery supported ministries
- * Support Presbytery staff and perform related duties as assigned by the Executive Presbyter or Director of Business Administration.
- * Record ACH receipts, wire transfers, bank charges, and Non-Sufficient Funds checks in the general ledger system.

- * Prepare and record bank deposits and post them to the proper Intacct accounting software subsystem.
- * Maintain the presbytery's fixed asset schedule, including depreciation calculations in accordance with the presbytery's Fixed Asset Policy.
- * Maintain and monitor presbytery loans & loan guarantees of our member churches.
- * Monitor the activities, transactions, and management of the presbytery's employee benefit consultant, Human Resource Administrators.

Staff Accountant Qualifications and Skills:

- * A courteous manner and professional appearance
- * Knowledge of the polity of the Presbyterian Church (USA)
- * Familiarity with financial software and the processing of financial data
- * Proficiency in Microsoft Word and Excel required, Microsoft Access a plus
- * Organization, attention to detail, productivity, and dependability
- * Effective communication and presentation skills, with report-writing/design a plus

Education and Experience:

- * Bachelor's degree in accounting
- * Minimum of three-years accounting experience
- * Experience working in a church environment