

COMMUNITY OF GRACE LUTHERAN CHURCH

Staff Accountant

Part-time approx. 20-30 hours per month (weekly duties 2-8 hours)

Position: Staff Accountant

Purpose: To carry out the mission of Community of Grace by maintaining the financial records, filing all the required reports with the synod and various government agencies, and maintaining utmost confidentiality at all times.

Reports To: Director of Church Operations

Responsibilities include but are not limited to:

- o Payroll (semi-monthly)
 - Payroll Tax
 - Benefits Analysis/Payment (monthly)
- o Bank Reconciliation
- o General Journal
 - Monthly GJ entries and budget revisions
- o Monthly Reports
- o Board and Congregational Reports
- o State, Federal and Denominational Reporting
 - Quarterly IRS
 - AZ Department of Revenue Payroll and TPT/Use tax reporting
 - Annual W2 forms
 - Annual 1099 form
 - Annual AZ Corp Commission
 - Annual ELCA financial, membership and ministry reports
- o Maintain inventory/fixed asset records
- o Occasional on-campus time needed for filing reports and records and retrieving information during compilation process
- o Create annual budget to submit to Exec Team/Board/Congregation
- o Annual Compilation – work with outside CPA firm in connection with the annual compilation

Knowledge, Skills and Abilities

- Proficient in Microsoft Excel, with the ability to consolidate data from several spreadsheets
- Excellent understanding of non-profit accounting, budgeting, and financial data entry in a church database management system
- Accurate accounting skills with 3 years accounting experience preferred
- High-capacity worker with strong organizational skills and attention to detail and accuracy

Please send your resume to Michelle Halonen at michelle@boldrecklessgrace.org if you are interested in applying for this position.

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