



BURNT HICKORY

Baptist Church

Comptroller - Part Time

Job Function:

Oversee accounting tasks and financial department procedures for the church and Weekday program to ensure proper and timely reporting. Direct/manage financial tasks assigned to the finance department and complete specific duties identified by the Business Administrator. Incorporating general accounting standards, cash management, and internal controls established by the finance department.

Hours: Up to 25hrs/week

Responsibilities:

- Weekly:
 - Review/approve revenue and disbursement documentation in accordance with BHBC policy/budget
 - Serve as primary check signer.
 - Oversight of Revenue— AP and Payroll processes/procedures/documentation/BHBC policy/Shelby Next accounting software.
 - Backup for the finance department tasks, in case of absence/emergency.
 - Backup for weekly cash count.
- Monthly:
 - Prepare BHBC and Weekday bank account reconciliations.
 - Prepare/issue Shelby financial reports to ministers/directors.
 - Open/close Shelby accounting periods to maintain integrity of the fiscal year data.
 - Monitor/evaluate budget-to-actual variances. Exercise professional judgement in financial data analysis and financial reporting.
 - Prepare/input journal entries for corrections.
 - 1-on-1 training of ministers/directors on Shelby ministry specific reports/dashboards.
- Quarterly:
 - Prepare/submit IRS and State payroll tax reports.
 - Prepare financial report (with variance analysis and graphs) for Finance Committee
- Annually:
 - Prepare/submit annual IRS and State payroll tax reports.
 - Oversee processing of IRS forms - W2s, 1099s, and healthcare 1095s.
 - Present accounting process improvement recommendations to Business Administrator.
 - Coordinate/manage the annual audit process from initial scheduling through fieldwork to final presentation to the Finance Committee.
 - Data entry of final budget into Shelby system.
 - Data entry of audit journals into Shelby system.

JOB DESCRIPTION