



**Position Title:** Accountant (Full Time; 40 hours/week)

### **Position Summary**

The Accountant plays a vital role in supporting WoodsEdge Business Office functions. Key responsibilities include Accounts Payable, Accounts Receivable, budgeting, forecasting, expense and cash management, taxes, audits, and fixed assets accounting. This position offers flexible support across various areas, adapting to the evolving needs of the ministry.

### **Key Roles and Responsibilities**

- **General Financial & Accounting Support:** Provide general support to staff team members, including assistance with budgeting, accounting entries, and audit-related tasks as requested. Proactively identify opportunities for process automation and efficiency improvements
- **Donations Management:** Assist with processing cash and check donations and serve as the primary backup for online giving
- **Accounts Payable & Bank Reconciliations:** Manage Accounts Payable processes and perform bank reconciliations
- **Credit Card Reconciliation:** Oversee credit card entries, reconciliations, and ensure proper posting to the General Ledger (GL). This also includes managing card orders, cancellations, and tracking updates
- **Compliance & Audit Support:** Ensure compliance with accounting standards and regulatory requirements. Assist with the yearly audit, including fixed asset management and related documentation
- **MOU Management:** Serve as the point person for MOUs (Memorandums of Understanding), verifying financial information and creating payable spreadsheets
- **Capital Campaigns:** Serve as the point person for any new capital campaigns, ensuring financial information is accurate and providing support throughout the campaign
- **ProCare Administration (KidsEdge Preschool):** Provide backup assistance with the administration of ProCare for KidsEdge Preschool
- **Pre-service Preparation:** Oversee pre-service preparations, including distributing giving bags and café starting cash for all venues
- **Square Reporting & Inventory:** Provide backup for entering payments, reporting, and inventory in Square
- **Wire Transfers & ETF Payments:** Record wire transfers and ETF payments in ACS
- **Employee Expense Management:** Manage employee expense reports, gift cards, and expense advances, ensuring proper entry in ACS
- **Month-End Journal Entries & Reconciliations:** Assist the Director of Operations with month-end journal entries and reconciliations
- **Budget Support:** Assist with budget process. Provide monthly budget vs actual reporting and analysis in support of Director of Operations and ministry leaders
- **Confidentiality & Integrity:** Maintain confidentiality, honesty, and trust in all financial matters
- **Spiritual Growth:** Commit to daily personal time with God to cultivate a heart that loves Jesus and prioritize ongoing spiritual, personal, and professional growth

- **Mission Alignment:** Demonstrate alignment with the WoodsEdge Statement of Faith and live out the church's mission and values, including prayer, passion, humility, kingdom-mindedness, and discipleship

### Success Outcomes

- **Accurate Transactions:** Ensure business office transactions and processes are completed accurately and timely
- **Effective Workflow Management:** Prioritize tasks and manage workflow to meet urgent and required deadlines
- **Collaborative Relationships:** Foster a healthy and collaborative relationship with the business office and ministry teams

### Requirements

- **Education:** Bachelor's degree in accounting, finance, or related field required; CPA or MBA preferred
- **Experience:** 3+ years of accounting experience required, preferably within the non-profit and religious organization environment
- **Software Proficiency:** Experience with ACS (church accounting software) is a plus; Advanced in Microsoft Excel including pivot tables, v/lookups and financial modeling. Working knowledge of Word, Outlook, QuickBooks, Push Pay, and Paylocity or similar technology
- **Project Management:** Strong project management and process improvement skills are required
- **Adaptability:** Capable of working in a fast-paced, high-pressure environment while maintaining accuracy and professionalism
- **Flexibility & Collaboration:** Ability to effectively work with diverse groups of constituents, fostering positive relationships
- **Communication Skills:** Strong verbal and written communication skills for clear interaction with team members and stakeholders
- **Self-Motivation:** Highly motivated self-starter, able to work independently with minimal oversight
- **Organizational Skills:** Strong organizational skills with an ability to manage multiple tasks effectively
- **Integrity:** Ability to work independently with a high degree of integrity, ensuring transparency and trust in all financial matters
- **People Skills:** A genuine heart for people and excellent interpersonal skills for building relationships

### Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth.
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor

- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church

### **Performance Measures**

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge’s initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge’s mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable