

# **LAKE GROVE PRESBYTERIAN CHURCH**

## **POSITION DESCRIPTION**

**TITLE:** Senior Accountant

**CLASSIFICATION:** Exempt, 25 hours per week

**REPORTS TO:** Senior Director of Finance & Operations and Elder of Finance & Administration

### **PURPOSE**

The Senior Accountant serves as the primary financial steward of Lake Grove Presbyterian Church, maintaining accurate financial records and managing all accounting operations that support the church's Christ-centered ministry. This position functions autonomously and has comprehensive ownership of the church's books, month-end and year-end closing procedures, financial transactions, and accounting interface with the congregation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the direction of the Senior Director of Finance & Operations and Elder of Finance & Administration, the Senior Accountant works autonomously and maintains full responsibility for the following functional areas:

#### **Contributions and Donor Relations**

Record all contributions accurately in each donor's account • Analyze and categorize donations to determine tax deductible versus non-deductible status in accordance with IRS regulations. Process and reconcile miscellaneous receipts and prepare bank deposits • Manage and edit online giving transactions • Oversee automatic payment programs, ensuring pledge adjustments and increases are accurately reflected in donor accounts • Prepare and distribute quarterly and year-end giving statements • Process stock gifts, including preparation of donor acknowledgment letters • Respond to donor inquiries regarding contributions, stock gifts, and automatic payments with patience and grace across all generations and levels of technical proficiency

#### **Payroll Management**

Ensure timely timesheet approval completion for all ministry areas • Calculate and process semi-monthly payroll including medical deductions, 403(b) contributions, memorial payments, wedding and concert payments, Flex Plan deductions, and direct deposit information • Prepare payroll registers and process payments • Calculate and

submit employee pension contributions • Import payroll activity into General Ledger • Onboard new employees: collect W-4 information, assign employee numbers, and set up in APS system • Prepare and distribute annual W-2 forms • Maintain accurate and current records in the APS payroll system • Prepare and file annual SAIF (workers' compensation) payroll audit report

### **Accounts Payable**

Review all payment requests for proper coding and required approvals • Enter invoices into accounting system, obtain necessary approvals, and print checks • Distribute or mail checks and file paid invoices • Process regular monthly, bi-monthly, and quarterly payments • Track and record automatic payments in accounting system • Request W-9 forms for service providers meeting IRS thresholds (\$2,000 or as specified) • Manage and reconcile Ramp credit card system, ensuring proper receipt documentation and account coding for import to accounting system.

### **Accounts Receivable and Cash Management**

Enter non-pledge revenue, online registration fees, and other transactions into accounting system • Monitor daily bank account activity and create journal entries as needed • Prepare month-end bank reconciliation reports • Update account balances from investment statements • Maintain and reconcile petty cash • Process daily mail, sorting donations and payables

### **Financial Reporting and Period-End Procedures**

Close monthly and annual books independently, ensuring accuracy and completeness of all financial records • Perform complex reconciliations including bank accounts, balance sheet accounts and all subsidiary ledgers • Prepare monthly journal entries and balance sheet reconciliations • Conduct monthly financial analysis and variance reporting • Prepare and distribute monthly and year-end departmental financial statements • Prepare documentation for annual financial review • Complete year-end journal entries and closing procedures • Prepare and file 1099 forms • Assist with annual budget development and provide financial input

### **Stakeholder Communication and Support**

Respond to financial inquiries from congregation members, Elders, Trustees, and Finance Committee • Provide clear financial information to stakeholders across varying levels of financial literacy • Collaborate with senior staff to deliver accounting information as needed • Support Personnel Elder with compensation and benefit reporting

## **QUALIFICATIONS**

### **Required Experience**

Minimum 7 years of progressive accounting experience • Demonstrated expertise in payroll processing, accounts payable, and general ledger management • Proven experience with month-end and year-end closing processes and complex balance sheet reconciliations • Subject matter expertise in accounting operations with ability to identify and resolve discrepancies independently • Proven ability to work independently and manage multiple complex processes

### **Knowledge, Skills, and Abilities**

Analytical mindset with ability to identify financial discrepancies, troubleshoot issues, and implement solutions independently • Strong problem-solving skills with demonstrated ability to improve processes and increase operational efficiency • Service-oriented approach with ability to communicate financial information clearly and patiently across all generations and levels of technical proficiency • Advanced proficiency in Microsoft Excel; working knowledge of Word and Outlook • Experience with APS Online Payroll or similar payroll service provider • Tech-forward mindset with willingness to evaluate, learn, and champion new systems and tools • Exceptional attention to detail and ability to maintain accurate financial records • Strong organizational skills and ability to prioritize competing demands • Demonstrated integrity, honesty, and personal accountability • Ability to maintain strict confidentiality of financial and personnel information • Excellent interpersonal and teamwork skills • Capacity to remain calm and focused under varying work demands • Prior church or nonprofit experience helpful but not required • Experience with Realm by ACS Technologies preferred but not required

## **PHYSICAL REQUIREMENTS**

The conditions listed are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

Environment: Standard office setting Physical: Sufficient physical ability to work in an office setting and operate office equipment; ability to sit for extended periods; continuous hand and wrist work; occasional lifting up to 50 pounds Vision: Vision in normal range with or without correction; sufficient to read computer screens and printed documents Hearing: Hearing in normal range with or without correction

This position description reflects the general duties and responsibilities of the position but is not intended to be an exhaustive list. Lake Grove Presbyterian Church reserves the right to modify, add, or remove duties and to assign other tasks as necessary.