

The logo for Stonebriar community church features the word "Stonebriar" in a large, black, serif font. Above the letter "i" in "briar" is a stylized sunburst or starburst graphic. Below "Stonebriar" are the words "community church" in a smaller, black, sans-serif font. Centered below the church name is the text "JOB PROFILE" in a bold, black, sans-serif font.

Stonebriar

community church

JOB PROFILE

JOB TITLE: ACCOUNTANT

REPORTS TO: FINANCE DIRECTOR

MINISTRY PURPOSE:

Love God, Love Others, by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position will be working closely with the Finance Director and the entire accounting team, The Accountant helps to ensure the flow of accurate and useful financial information to donors, ministries and leadership. This position supports the Director in monitoring and reviewing accounting activities including account reconciliation, accounts payable, and general ledger integrity.

FINANCE MISSION STATEMENT:

- To manage financial processes with integrity, initiative, and a positive enthusiastic attitude of service.
- To provide useful and timely financial reports to assist the leadership of Stonebriar Community Church toward effective decision making.

We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men. II Corinthians 8:20-21

MINISTRY RESPONSIBILITIES:

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.
- Team Support
 - Prepare General Ledger analysis as required for monthly proofing.
 - Prepare and post journal entries for allocations, transfers and corrections.
 - Review and approve AP transactions on a regular basis.
 - Process Sunday, Mailed in, EFTs and online contributions.
 - Reconcile Bank Statements.
 - Process Non-Cash (Stock) Donations and send donor acknowledgement letters.
 - Process memorial gifts and correspondence to donors and family.
 - Prepare and send Monthly Financial Reports to department leaders.
 - Monthly proofing of donation designations between donor management system and accounting software.
 - Generate reports and post Preschool Pal Deposits, Tuition & Fees to the SCC's accounting software system.

- Track designated funds to report to department leaders.
- Help & assist with donor requests.
- Match and reconcile AF Fund Balances to Project Registers.
- Set up memorial donation funds and prepare and send acknowledgement letters.
- Acquire and maintain a working knowledge of all Shelby Financial Modules.
- Provide regular assistance with data processing to achieve/maintain proficiency.
- Cover for team members as needed for vacation and overflow relief.
- Special Projects
 - Work with the Finance Director to resolve problems and errors.
 - Assist with any additional analysis as requested by leadership.
- Growth & Innovation
 - Evaluate job systems and habits frequently.
 - Work with the Director toward innovative solutions that improve efficiency.
 - Request training as needed.
 - Other duties as assigned.

THE IDEAL EMPLOYEE WILL:

- Be well organized and detail oriented.
- Display an ability to keep confidential information confidential.
- Exercise discernment and maturity, reflecting a Godly spirit.
- Embrace a strong work ethic, working well with minimal direction.
- Reflect a commitment to personal growth and innovation.
- Expect to be accountable for productivity during work hours.
- Always maintain a “customer service” attitude.
- Help to clearly communicate existing policies through consistent application.

MINISTRY QUALIFICATIONS:

Character

- A personal relationship and growing intimacy with Jesus Christ.
- Have a servant’s heart with integrity and honesty.
- Possess a teachable and open attitude.
- Functions well with co-workers, treating them with honor and grace, and providing prayerful support: a team player.

Philosophy of Ministry

- Being part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values (character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, glory to our God).
- We want more for each other than from each other.
- Full agreement with and commitment to the Statement of Faith of SCC.
- Establish Stonebriar as a home church as soon as reasonable after joining the staff.

Competency

- A hard worker with initiative.
- Relates well to the public.
- Accounting Degree or workplace equivalent.
- Proficiency in Microsoft Word, Outlook and Excel.
- MS Access and Shelby experience a plus.

JOB STATUS:

Full Time: 37.5 hours per week

Non-Exempt

Full Benefits