



Job Description

Position: Financial Accountant

Summary of Position:

The St. James Missionary Baptist Church is accepting applications for an experienced Financial Accountant. This individual must have expertise in corporate accounting practices, including but not limited to, non-profits, payroll, taxes, processing invoices, issuing payments, performing regular audits, and analyzing business transactions. The individual must have comprehensive knowledge of bookkeeping, auditing, and budgeting processes. This individual must be a detail-oriented, efficient and organized professional with extensive experience in accounting systems. The Financial Accountant must be professional, with excellent communication and organizational skills. This is a full-time salaried position reporting to the Executive Pastor of Operations with a dotted line to the Pastor and the Board of Trustees.

Work Schedule: Monday-Friday 9:00 am to 5:00 pm (Schedule may vary based on business needs).

Knowledge, Skills and Abilities:

- Attention for details, accuracy is imperative
- Organizational skills and ability to manage deadlines
- Possess strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Able to thrive in deadline-driven environment
- Exceptional organizational skills and aptitude for numbers
- Outstanding communication skills, written and verbal
- Excellent customer service and interpersonal skills
- Outstanding phone and email etiquette
- Self-Starter

Responsibilities:

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts by analyzing invoice/expense reports; recording entries
- Pay employees by receiving and verifying expense reports and requests for advances; preparing checks



- Monitor and track leave balances to determine if paid or unpaid leave, based on church policy and procedures.
- Collect, compile and enter timekeeping information for the bi-weekly payrolls.
- Update payroll records by recording changes including insurance coverage, salary increase and processing state and federal payroll taxes.
- Maintain the general ledger by verifying and posting account transactions.
- Maintain and do an internal audit of church financial records (audit accounts for errors, misinformation, fraud, and overspending).
- Oversee budget and financial management.
- Perform duties related to bookkeeping, preparation of government audits, taxes, and financial planning.
- Review church and personal income tax returns.
- Detect and address potential compliance issues proactively.
- Maintain compliance with all state and federal regulations.
- Serve as liaison to the IRS, State Agencies, and our clients.
- Prepare monthly, annual and adhoc financial reports of the Deacon Board, Ministries, Board of Trustees, specifically the BOT finance committee and church business meetings.
- Collaborate with staff on Tax preparation and planning.
- Familiarity with AGS and financial statements.
- Conduct 1099, preparation and W-2 forms to employees and vendors.
- Research and resolve tax and accounting issues.
- Conduct periodic internal audits for accuracy in financial records, expenses, and savings.
- Organize and file all federal, state, and local income tax documents.
- Develop and implement effective accounting policies and processes.
- Recommend fiscally advantageous methods to save money.
- Work with tax returns and analyze financial information to ensure taxes are paid on time.
- Create and analyze budget.
- Act as a consultant in areas such as compensation, benefits, and asset protection.
- Oversee accounts payable and receivable.
- Forecast revenue and analyze ledgers.
- Participate in strategic planning, fraud prevention training, and budget development.

Minimum Qualification:

- 1-3 years accounts payable or general accounting procedures.
- Demonstrated experience in bookkeeping, accounts payable and/or accounts receivable.
- Proficient in data entry, Microsoft Office Suite and accounting software.
- Bachelor's degree in Accounting, Finance or a related field.
- Demonstrated tax knowledge of local, state, and federal regulations.