

GAITHERSBURG PRESBYTERIAN CHURCH

**610 South Frederick Avenue
Gaithersburg, MD 20877-1297
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office@gpchurch.org**

Accounting Manager Position Description

The Accounting Manager shall manage all Gaithersburg Presbyterian Church (GPC) finances in accordance with Session policies and the GPC Finance Manual. The Accounting Manager shall comply with all relevant Internal Revenue Service regulations and all generally accepted accounting principles (GAAP). The annual salary for this position is \$46,000.

Relationships and Accountability

The Accounting Manager is employed by Session (GPC's governing board) and reports and is accountable to the Head of Staff. The Accounting Manager supports the entire church and has strong relationships with the pastors, program staff, the GPC Finance Committee, and congregational members.

Work Schedule

- Monday through Friday during normal business hours, as arranged with the Head of Staff.
- Each week, transfer records of all income to the appropriate accounts (QuickBooks); (volunteer makes appropriate entries into membership database).
- Reconcile monthly all GPC bank accounts, credit card accounts, online giving accounts, and Pushpay account.
- Process payroll twice monthly for all GPC staff.
- Prepare monthly reports for GPC summary-level income, expenditures, and cash flow against the monthly and annual budget, with details of each Ministry unit concerning expenditures and cash flow relative to budget.
- Prepare monthly income reports for the Finance and Stewardship Committees.
- Generate and distribute quarterly and annual giving statements to donors.
- Attend twice-monthly staff meetings.
- Chair the monthly Finance committee meeting.

Essential Functions

- Maintain a complete, comprehensive, and accurate record of all of GPC's finances using commercially available accounting software.
- Record all income.
- Maintain accurate and complete employee payroll records.
- Coordinate preparation of W-2 and 1099 forms.
- Pay pension and health insurance payments for GPC staff on the timeline stipulated by the Board of Pensions.
- Process all bills and invoices promptly in accordance with GPC policies.
- Assist Finance Committee and Session in the preparation of the annual Operating budget.
- Assist with the creation of vehicles and processes to enhance electronic giving.
- Respond to all financial and accounting inquiries.
- Maintain files and records of all bank accounts, ministry expenditures, vendors, and special gifts.
- Suggest potential process improvements.

- Provide financial data for GPC's annual report to Presbytery.
- Have records available for, and cooperate with, independent auditors in their annual review of church finances.
- Prepare all year-end financial reports.

Supervision of Quality and Accuracy

- Ensure that all financial records are secure.
- Ensure that all computer-based financial records are regularly backed up.
- Coordinate the annual distribution of church offering envelopes.

Core Competencies

Organizational Commitment

- Love for Jesus Christ and commitment to the mission and values of GPC.
- Proven ability to maintain the highest level of confidentiality and set appropriate boundaries.

Education and Skills

- Associate degree or higher in accounting.
- Demonstrated knowledge and experience with bookkeeping and generally accepted accounting principles.
- High proficiency with QuickBooks, Microsoft Excel, and Microsoft Word.
- Experience with the financial management of an organization comparable in size to GPC.
- Ability to use financial module of GPC database system.

Interpersonal Relationships

- Ability to collaborate with staff and volunteers, work with a variety of people, and be compassionate and caring.

Personal

- Must pass broad criminal and credit background check.
- Must have the ability to post a security bond if required.
- Must be trained in GPC's "Safe Church" policy.

Evaluation

- The Head of Staff will annually conduct a written performance review.

Job Classification

Part time (20 hours per week)

Salaried

Exempt