



Position Description –Central Mission Center

Date	May 6, 2017
Title	Accounting Specialist
Education Requirements	2+ years of college education
Experience Required/Desired	5-8 years progressive accounting/bookkeeping responsibilities
Immediate Supervisor	Accounting Supervisor
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	This position provides support to Central Mission Center, its congregations and affiliates, as needed, in all aspects of bookkeeping including general ledger, accounts payable, accounts receivable, payroll processing and human resource management.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	Provide support to accounting supervisor a. Payroll management using third-party vendor software b. General ledger maintenance c. Accounts Payable/Receivable d. Assist with bank reconciliations, contribution processing and miscellaneous deposits. e. Transferring funds between various accounts and entities. f. Providing various reports to entities and church headquarters g. Answering congregation financial officer inquiries
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	Required 1. Thorough understanding of financial accounting principles and payroll processing 2. Intermediate computer skills utilizing MS Office products and the ability to learn new computer programs

	<p>3. Excellent organization, and verbal and written communication skills</p> <p>4. Proficient at emailing and managing/organizing email</p> <p>5. Ability to work with multiple people, projects and priorities</p> <p>6. Proven ability to maintain confidentiality regarding sensitive information</p> <p>7. Excellent interpersonal skills and ability to interact with both internal and external audiences</p> <p>8. Accurate attention to detail</p> <p>9. Maintain regular, reliable, consistent attendance</p>
<p>Supervisory Responsibility</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>
<p>Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Grade (To be filled out by Human Resource Ministries)</p>	<p>N/A</p>
<p>Ministerial Status (to be determined by Human Resource Ministries)</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Overtime Status (to be determined by Human Resource Ministries)</p>	<p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non-exempt</p>
