



Position Description –Midlands Mission Center

Date	February 11, 2020
Title	Accounting Specialist
Education Requirements	2+ years of college education
Experience Required/Desired	2+ years accounting/bookkeeping responsibilities
Immediate Supervisor	Mission Center Financial Officer Team Lead
Employment Status	<input 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 checked="" type="checkbox"/> Part Time (under 20 hours per week) List hours per week: about 15

Summary of Position	This position provides support to Midlands Mission Center, its congregations and affiliates, as needed, in all aspects of bookkeeping, including general ledger, accounts payable, and accounts receivable.
Essential Functions	Provide support to accounting supervisor a. General ledger maintenance b. Accounts Payable/Receivable c. Assist with bank reconciliations, contribution processing and miscellaneous deposits. d. Transferring funds between various accounts and entities. e. Providing various reports to entities and church headquarters
Competencies/Skills	Required 1. Understanding of financial accounting principles and payroll processing 2. Intermediate computer skills utilizing MS Office products and the ability to learn new computer programs 3. Excellent organization, and verbal and written communication skills 4. Proficient at emailing and managing/organizing email 5. Ability to work with multiple people, projects and priorities 6. Proven ability to maintain confidentiality regarding sensitive information

	<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>
Supervisory Responsibility	<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>
Other Duties	<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>
Registered Youth Worker	<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>
Grade	N/A
Ministerial Status	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
Overtime Status	<p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non-exempt</p>
