

Job Description – October 31, 2022



Job Title: Accountant
Report to: Finance Manager
Job Class: Exempt
Schedule: Full-Time

Primary Function:

The Church Accountant will be a vital member of the Finance Team. He\She must be organized and detail-oriented to meet the objectives of the Finance Department. The objectives are to fulfill the mission of Franklin Avenue Baptist Church and its ministries through efficient, reliable support to the Finance Department members, other departments, and external parties.

Qualifications/Skills:

- Understanding of GAAP accounting principles
- Proficient with Microsoft Excel and Outlook
- Strong written and verbal communication skills
- Excellent attention to detail and accuracy in entering financial data
- Outstanding math and research skills
- Ability to maintain confidentiality
- Proficiency with 10-key typing and data entry
- Deadline-driven with excellent time management ability

Education and Experience Requirements:

- 1-3 years of general accounting experience
- 1-3 years of experience working with payroll, accounts receivable, and accounts payable
- Associate or Bachelor's degree in accounting or related field preferred
- Experience with Accounting Software ASC Technologies, Realm, Financial Edge Excel, Microsoft Suite or similar software suite(s)

Job Functions:

- Assist in processing of accounts payable, accounts receivable, and payroll
- Process incoming payments by check, credit card and EFT
- Receive, process, and reconcile statements
- Prepare monthly financial statements
- Generate and review monthly financial reports
- Prepare and make bank deposits
- Assist with preparation for annual audits
- Prepare and distribute annual IRS forms
- Ensure compliance with internal accounting procedures
- Maintain accurate records, including ledgers, journals, receipts, and invoices

Requirements for Successful Performance

- Perform tasks and adhere to Christian conduct in the workplace
- Communicate professionally and courteously
- Achieve goals with minimal supervision
- Properly handle sensitive information
- Maintain flexibility to accommodate FABC ministry needs
- Handle funds according to policies and control procedures