



# The Synod of the Covenant

Presbyterian Church (U.S.A.)

**Position Description:** Accountant/bookkeeper

## **Purpose**

The purpose of the Accountant/bookkeeper position is to provide day-to-day accounting support to the Synod of the Covenant. Specifically to provide timely and accurate financial records and statements to the Synod Executive, Treasurer, Finance Committee and Assembly. This is up to a nineteen hour per week, non-exempt position.

## **Responsibilities**

1. Record all receipts and disbursements accurately and timely in QuickBooks(QB). reflecting the Synod's financial position. Interface with the Synod's financial institution to ensure all deposits and payments are processed timely and accurately. Reconcile bank records to OB monthly.
2. Process payroll in conjunction with the external payroll vendor accurately and timely.
3. Process all payroll deductions to 3rd party payers (e.g.Board of Pensions, 403(b) plans) accurately and timely.
4. Produce accurate and timely QB based financial statements for review by the Treasurer, Finance Committee and Synod Assembly.
5. Work under the supervision of the Treasurer & Executive.
6. As time allows, reconcile bank statements to general ledger and reconcile payroll accounts from previous years.

## **Relationships**

The Accountant/bookkeeper works primarily with the Treasurer and Synod Executive. The Accountant/bookkeeper responds to requests for financial information by the Finance Committee on a timely basis. The Accountant/bookkeeper is part of the Synod office staff additionally working with the Office Manager.



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## Meetings

The Accountant/bookkeeper will attend Finance Committee meetings when requested.

## Resources

The Synod provides office space, computers and other requirements to accomplish the job duties.

## Qualifications, Skills and Experiences

- Accounting major or equivalent experience in financial accounting, bookkeeping and government reporting.
- Demonstrated expertise in QuickBooks and Office 365.
- Excellent organizational, verbal & written communication skills
- Background check and bonding.

## Compensation

This is an hourly, non-exempt position. Compensation is based on current market conditions commiserate with the candidate's qualifications and experience.

## Evaluation

Candidate will be evaluated annually by the Treasurer and Executive.

## Application Information

Please send resume (and cover letter, if desired), to Treasurer Martha Blenman, at [martha@synodofthecovenant.org](mailto:martha@synodofthecovenant.org). Questions? Call Martha at 248-840-1429.