



Job Opening: Accountant, 25 hours per week

The Accountant handles all of the financial and accounting needs of UUCA, assets valued at \$1.4 million, reporting directly to the Director of Administration and working with an outside CPA firm as needed. Work also includes some human resources responsibilities.

ESSENTIAL ACTIVITIES/TASKS/DUTIES/RESPONSIBILITIES

Handle all A/R & A/P duties

Process and print checks, submit online payments

Reconcile bank and credit card statements

Reconcile funds in our fund-based accounting system

Maintain fixed asset schedule & depreciation

Process monthly payroll

Track employee pension, insurance costs and sick/vacation time

Run all monthly financial reports for the Director of Administration

Prepare monthly, quarterly, and yearly payroll tax forms, prepare W-2's and 1099's at year-end, process sales tax payments

Prepare bank transfers to keep checking account in balance

Prepare for and cooperate with those appointed to perform a semi-annual review of financial records

Work with Director of Administration to prepare an annual budget and year-end financial reports for annual meeting

Manage employee issues related to insurance coverage and pensions

Perform other necessary and related work as may be assigned

JOB SKILLS AND REQUIREMENTS

1. A minimum of an associate's degree in accounting from an accredited educational institution; BS/BA preferred.
2. Five to ten years experience as an accounting/finance person in a church or business environment.
3. Practical experience in electronic record-keeping, fund-based accounting and account reconciliation.
4. Demonstrated proficiency in computer skills including QuickBooks (using fund-based accounting), MS Word and Excel.
5. Attention to detail and precision in account reconciliation and report generation.
6. A commitment to good interpersonal relationships, teamwork and support of church ministries.
7. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.

BENEFITS

This 25-hour/week position offers 50% payment of employee-only health insurance, long-term disability insurance, a pension benefit after one-year of service, two weeks (of 25-hour work weeks) of vacation and a paid week off between December 25 and January 1. Pay range is \$18-\$20/hour depending on experience level.

WORKING ENVIRONMENT

A friendly, team-oriented administrative staff works together to help the congregation meet its mission in a shared office space that is subject to interruptions. The accountant reports to the Director of Administration but must be able to manage their own workload. Excellent communication skills are needed to work on a church staff since there will be many opportunities to interact with congregants and other staff members.

INTERESTED?

Submit cover letter and resume to Linda Topp, Director of Administration, administration@uashville.org. Application deadline is August 23, 2017.