

SUMC Church Accountant Responsibilities

The church accountant oversees and administrates the church finances in coordination with the Finance Committee. This position is directly under the supervision of the Senior Pastor, SPR Committee, Administrative Council, and the Church Administrator.

The position requires that the accountant attend all committee meetings, staff meetings and one on one meetings with leaders as are needed for budgetary matters.

A breakdown of responsibilities is as follows:

SUMC ACCOUNTANT DUTIES

Weekly

- Process weekly offering: post to giving statement, prepare deposit, and report on giving
- Prepare vendor payments
- Update Vital Signs
- Track debt reduction gifts (for forecasting purposes)
- Monitor cash flow and transfer money between accounts and funds, as needed

Monthly

- Enter credit card and payroll information to ACS (accounting software)
- Prepare and enter General Ledger transactions
- Process miscellaneous giving statement adjustments
- Prepare salary allocation and track salaries and benefits
- Prepare monthly financial reporting page, including analysis
- Track and balance all accounts
- Coordinate bank reconciliations
- Process stock gifts and reconcile Fidelity account

Annual

- Run Year-end system utilities on ACS (Jan)
- Year End District Reports (Jan)
- District Charge Conference Reports (Oct)
- Prepare schedules as needed for Stewardship Campaign and track campaign results (Sep - Dec)
- Prepare Budget and Load to System (Sep – Jan)
- 1099's (Jan – Feb)
- Workman's Compensation Audit and Health Insurance Audits (Feb)
- Assist with health insurance renewal (Jun)
- Prepare schedules for annual financial audit

Miscellaneous

- Coordinate updates to online giving system (VANCO) and church website
- Recruit and train offering "counters" team
- Maintain inventory of checks, envelopes, deposit bags, deposit slips
- Recommend opportunities for cost savings
- Provide financial information and assistance to other church committees (e.g. Missions, UMM, Preschool, UMW, WNS, etc.)
- Participate in staff meetings and staff training (Safe Sanctuaries, CPR, new technology, etc.)
- Prepare special schedules as needed for Finance Committee and attend Finance Committee meetings.
- Enforce internal accounting controls and tax regulation compliance

Future:

- Prepare schedules as needed for Capital Campaign and track pledges
- Track Sanctuary renovation project
- Provide additional missions assistance as budget is increased