

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Accountant
Reports To: Sr. Director of Operations
Date Prepared: November 21, 2018

Specific Responsibilities

- Owns the revenue and attendance processes/reports
 - Prepare weekly deposits
 - Prepare weekly attendance and giving report
 - Analyze weekly revenue and attendance trends.
- Balance church software to accounting software on a weekly basis ensuring alignment of funds
- Assist the Sr. Director of Operations and the Executive Director with the yearly budget process
- Ownership of the expense budgets
 - Ensure credit card and reimbursement process for staff members is followed and recommend/implement improvements to the process.
 - Prepare worksheets for budgeting, planning and analysis.
 - Partner with Senior Directors to ensure budgets are reviewed on a quarterly basis and are analyzed for calendarization issues, as well as identifying overruns/under runs.
 - Oversee and analyze the general ledger, ensuring actuals align to budgeted expenses and are coded correctly.
- Pay bills and write checks
- Answering financial emails, phone calls questions, inquiries from staff
- Troubleshoot financial issues and questions, including answering emails, phone calls and inquiries from staff and attendees.
- Oversee church planting financial needs

Additional Requirements for position:

- Position requires staff member to be in the office Monday through Friday.

Other Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
- Be an active member of Pacific Crossroads Church

To apply, please email your resume and cover letter to marie@pacificcrossroads.org