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
  o Prepare weekly deposits
  o Prepare weekly attendance and giving report
  o 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
  o Ensure credit card and reimbursement process for staff members is followed and recommend/implement improvements to the process.
  o Prepare worksheets for budgeting, planning and analysis.
  o 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.
  o 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