

Westwood Lutheran Church: Accounting/Finance Coordinator Position Description

Hours/Week 32	Exempt	Supervisor – Director of Administration
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Qualifications for the Position

Education or Degree	Associates Degree in accounting &/or bookkeeping preferred
Related experience required	Accounting & payroll processing systems & MS Excel

Skills & Abilities Required

1	Demonstrated knowledge in accounting & bookkeeping principals & processes
2	Demonstrated knowledge & skills in use of accounting/payroll software, MS Excel & electronic transaction systems
3	Good aptitude with numbers & detailed transactions
4	Ability to complete work in a well-organized, efficient manner
5	Good communications & customer service skills

Principal Accountabilities	Common Tasks/Performance Criteria
Contributions, registrations & pledge processing & reporting	<ul style="list-style-type: none"> Contributions & other receipts are processed & recorded accurately & timely. Pledge commitments are properly documented & recorded. Member requests & questions are addressed appropriately. Contribution statements are issued quarterly. Guidance & support are provided to volunteers processing contributions.
Payroll & employee benefits processing & reporting	<ul style="list-style-type: none"> Payroll is processed accurately & timely & supported with well-organized reporting & documentation & recorded in general ledger Payroll system is properly utilized & leveraged for most efficient processing & reporting. Employee benefit elections are properly implemented & updated to reflect most current employee elections. Personnel records are organized, up to date, & cover position information, compensation, performance evaluations & benefits. Payroll taxes & government reporting are properly recorded & submitted through payroll vendor or directly with third party administrator. PTO Tracking sheets are maintained Process Staff Security Badges Oversee Work Comp Audit Oversee Retirement Census Report
Accounts Payable processing & reporting	<ul style="list-style-type: none"> Invoices are properly reviewed, approved, paid and recorded. Accounts payable records are kept neat & organized. Vendor records are complete & accurate & are reviewed & updated on a regular basis. Electronic formatted expense reports are distributed, reviewed & processed for timely payment & accurate recording.
General Ledger Reporting	<ul style="list-style-type: none"> Journal entries are appropriately documented & recorded. Key accounts are reconciled to subsidiary ledgers. Month & year end processing is completed timely. Appropriate information & documentation is provided to Audit Committee. Cash control records are accurate & up to date. Support is provided to volunteers for timely bank reconciliations.
Office Support	<ul style="list-style-type: none"> Participate as a member of the church office support team. Backup for phone coverage & assisting office visitors.