

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
- Knowledgeable on Touchpoint and Push Pay for financial needs
- 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.
 - Responsible for assisting the Senior Director of Operations in preparing and distributing instructions for the quarterly budget review.
 - 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.
- Prepare reports for Senior Director of Operations and Executive Director as requested
- Oversee church planting financial needs
- Maintain filing system for all financial records.
- Other assignments and projects as assigned by the Sr. Director of Operations and Executive Director.

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

By God’s grace, we covenant to fulfill the words written on these pages with joy, humility, dependency, honesty and grace in the power of Christ’s gospel and by his Spirit.

Assistant Accountant

Date

Executive Director

Date