

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Accountant / HR Manager
Reports to: Executive Director
Date Prepared: March 19, 2020

Specific Responsibilities

Accountant

- 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 Touch point and Push Pay for financial needs
- Assist 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 Executive Director as requested
- Oversee church planting financial needs
- Maintain filing system for all financial records.
- Other assignments and projects as assigned by the Executive Director

HR Manager

- **Payroll**
 - Receive all part-time and contractor timesheets. Ensure approvals are received by supervisors. Conduct proper follow up with employees as needed.
 - Process payroll on a twice monthly basis

- **Benefits**
 - Oversee the implementation of all health insurance benefits
 - Work with Dr. Director of Operations on a yearly basis to review current coverage and determine any necessary changes/updates
 - Provide paperwork to all new employees and process accordingly. Ensure all life changes are captured and processed
 - Oversee the implementation of disability insurance.
 - Process appropriate paperwork for any employee who goes out on disability, whether short-term or long term
 - Know and be able to communicate both state and federal laws regarding PCC's responsibilities
 - Oversee the implementation of all dental and vision insurance benefits
 - Work with the Director of Operations on a yearly basis to review current coverage and determine any necessary changes/updates
 - Provide paperwork to all new employees and process accordingly. Ensure all life changes are captured and processed
 - Ensure all Retirement is processed correctly, including withholding and payment

- **Personnel Management**
 - Oversee and manage all vacation and sick requests, putting in place and tracking system that will allow instant access to all supervisors
 - Manage any personnel requests from outside agencies, including managing garnishment of wages as required by law and verifying employment as requested
 - Ensure all pastoral housing allowances are accounted for and captured correctly

Education/Technical Experience

- Bachelors in Accounting (CPA license a plus)
- Tech Savvy – knowledge of modern office methods. A plus if you know the following software programs: *ADP Workforce* or similar systems, *SAP Concur* and *Donor/Fundraiser CRM tracking systems*

Additional Requirements

- 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 to 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

Accountant / HR Manager

Date

Executive Director

Date