



Job Posting Staff Accountant

Covenant Presbyterian Church seeks a full-time, experienced Staff Accountant to serve at its North Central Austin campus. The ideal candidate is self-motivated, detail orientated, takes pride in meeting deadlines, and loves working with others. Covenant provides a healthy staff culture, supportive leadership, and positive working environment, along with a comprehensive offering of employee benefits.

Experience with the following accounting competencies is preferred: contributions processing, bank reconciliation, remote deposit capture, payroll processing, accounts payable, credit card reconciliation, general ledger maintenance, fund accounting, and digital records creation and maintenance.

Preferred cloud-based software experience: Realm (an ACS Church Management System), Center Credit Card, Paylocity HRIS, Microsoft Office Suite and SharePoint.

Primary Duties and Responsibilities

This role provides appropriate, accurate and timely accounting, payroll and business records for the church.

Key Responsibilities

- Daily Transactional Processing
 - Accounts payable: review and approve expenses manually or via Center for credit card purchases
 - Provide reports to Administrator for review and payment processing by deadline
 - Accounts receivable: process incoming funds for deposit, including cash, checks, e-giving, and ACH/EFT
 - Bank activities: Make remote scanned deposits to the bank, review daily bank activity to watch for fraudulent activity and verify that all entries are recorded in Realm, and process check run uploads to bank Posi-Pay, an anti-fraud service
 - Payroll: Set up payroll runs in Paylocity for salaried, hourly, and special payrolls. Provide reports to Administrator for review and direct deposit processing
 - Adjust general ledger by making journal entries to reflect financial activities
 - Serve as contact for members and vendors regarding matters relating to AP/AR
 - Maintain an appropriate, up-to-date system of records filed both electronically and with hard copy
 - Adhere to and support the church's system of internal controls
- Monthly Bank Reconciliations
 - Process monthly bank reconciliations for checking, HRA, money market, and Center card accounts.
 - Provide completed reconciliations to the Administrator for review and signature
- Administrative support for the Administrator and other ministry staff
 - Receive and place telephone calls in support of administrative functions and members
 - Work with Administrator in idea sharing and in completing special projects
 - Cooperate with colleagues, members and program staff where appropriate and upon request

Other Responsibilities

- Receive memorial gifts and send acknowledgements to donor and family of the deceased
- Assist in preparing and mailing of periodic and annual contribution statements to donors
- Provide financial reports to various church entities, giving feedback and assistance in interpreting reports
- Attend regularly scheduled and called staff meetings
- Provide overflow telephone relief as needed
- Perform other duties assigned by the Administrator

For consideration, please submit a letter of interest, resume and desired compensation to:

Duane Dube
Chief Operating Officer
Covenant Presbyterian Church
ddube@covenant.org