



POSITION TITLE: ACCOUNTING SPECIALIST

REPORTS TO: DIRECTOR OF ACCOUNTING

POSITION PURPOSE:

Serve as the primary contact for processing payment requests and contributions while maintaining the highest level of integrity and discretion. Serve the Lord's church and the community of Grace Covenant Church by teaching and encouraging our staff to comply with accounting standards, and to pursue efficiency in time management and work flow. Cross-train with and assist other finance team members to support business continuity.

POSITION RESPONSIBILITIES:

- *Accounts Payable/Receivable*
 - Receive and process requests for payment, including missionary support and benevolence requests
 - Assure that requests include all required documentation
 - Ensure invoice entry with a high level of accuracy
 - Process payment checks in a timely manner
- *Purchasing/Expense Processing*
 - Train and support credit cardholders in expense data entry
 - Ensure accurate coding of all expenses and digital capture of all receipts
 - Import data into ShelbyNext software
 - Provide monthly expense reports to department managers for budget tracking and to Director of Operations for cross-departmental approval
 - Manage church membership accounts for retailers and vendors
- *Contributions*
 - Assist with the weekly contribution count
 - Process weekly contribution batches, adjusting contributor records as needed
 - Send contribution files to banking institution in a timely manner
 - Assist with production of annual contribution statements
- *Customer Service*
 - Work with departments for payment authorization in advance of due dates
 - Serve as the primary contact for vendors to reconcile invoicing discrepancies
 - Serve as primary contact for congregants regarding contribution checks
- *Record Retention*
 - Maintain complete and accurate files for contracts, invoices and payment records
 - Maintain digital images of all vendor invoices, contributor checks and expense receipts

- *Growth & Innovation*
 - Work with the director toward innovative solutions that improve efficiency
 - Assist other team members as needed to support departmental objectives
- *Other Duties as Assigned*

CORE COMPETENCIES:

- Be well organized, detail-oriented and efficient
- Display an ability to protect confidential information
- Exercise discernment, maturity and responsibility, reflecting a Godly spirit
- Function well with co-workers, treating them with honor and grace
- Embrace a strong work ethic, working productively with minimal direction
- Show a teachable and open attitude
- Demonstrate flexibility in assisting other team members as needed
- Reflect a commitment to personal growth and innovation
- Maintain a “customer service” attitude at all times
- Help to clearly communicate existing policies through consistent application

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Accounts Payable experience
- Proficiency in Microsoft Word, Outlook and Excel
- Shelby experience a plus

JOB STATUS:

- Part-time
- Non-exempt

Employee Signature

Date

FINANCE MISSION STATEMENT:

- To manage financial processes with integrity, initiative, and a positive enthusiastic attitude of service;
- To provide useful and timely financial reports to assist the leadership of Grace Covenant Church toward effective decision making.

We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men. II Corinthians 8:20-21