



Mission: Leading people to wholeheartedly follow Jesus
Vision: A People Prepared | A Church Unleashed | A World Transformed
Values: We are outwardly focused | We thrive in community | We never stop moving toward Jesus

Staff Accountant Job Description

Job Summary: The Staff Accountant is primarily responsible for providing expertise in the accounting and budgeting operations of La Croix Church.

Primary Accountabilities:

The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

The Senior Pastor, finance committee and church leadership will have an accurate depiction of the church's financial state to make informed financial decisions.

Each department leader will have current information about their area's budget and finances.

Duties & Responsibilities, not limited to:

- Collaborate with leadership in outlining and implementing the budget process for La Croix to develop the annual budget
 - Maintain a chart of accounts
 - Generate monthly reports that provide appropriate and accurate information to leadership and appropriate teams
 - Assist Account Manager with payroll as needed
 - Coordinate the provision of information for annual audit to UMC Conference
 - Coordinate the provision of financial information for annual reporting to UMC Conference
 - Issue timely and complete financial statements and reports
 - Calculate variances for the budget and report significant issues to leadership and to the finance team
 - Conduct monthly bank reconciliations
 - Maintain compliance with local, state and federal tax laws
 - Provide support to Account Manager
-

Required Experience & Education:

- Degree in Finance or Accounting
- 5+ years experience in finance
- Proficient in Quickbooks and Excel

Preferred Spiritual Gifts

- Administration
 - Discernment
 - Wisdom
-

Status: Part-Time

Reports to: Executive Director

Eligible for Benefits: No

Interested Applicants should submit their cover letter, resume and references to:
sclass@lacroixchurch.org