



ST. ANDREW'S
PRESBYTERIAN CHURCH

Job Posting: G/L Accountant

Date: **October 24, 2014**

Position: **G/L Accountant**
Half-Time, 20-24 hours weekly, Wednesday–Friday daytime

Hiring Rate: **\$28 per hour, depending on experience**

Reports To: **Staff Accountant**

Apply Directly to: Gwen Reinauer – Director of Human Resources
FAX 949-631-2881
E-mail careers@sapres.org

TO BE CONSIDERED, PLEASE SEND Cover Letter, Resume and a completed St. Andrew's Application form. Print form from our website at <http://www.sapres.org/about/job-openings/>

CLOSING DATE: November 30, 2014

ROLES AND RESPONSIBILITIES:

Assist the Staff Accountant by performing multiple duties including those related to general ledger, accounts receivable, and accounts payable including:

- Review, interpret, summarize and enter church receipts from various sources and subsidiary ledgers into General Ledger system on Church Management Systems platform
- Review, verify supporting documentation, and enter journal entries in to G/L system
- Assist the Staff Accountant with monthly closing and preparation of financial statements
- Prepare monthly summary journal entries from QuickBooks subsidiary A/R ledger and enter into church G/L
- Review and approve weekly invoice data entry prior to printing of checks
- Prepare annual 1099 forms
- Perform duties required as part of the annual independent audit

ESSENTIAL REQUIREMENTS:

- Candidate must be able to perform tasks accurately with attention to detail
- G/L experience and thorough understanding of double-entry bookkeeping concepts required, as well as experience in overseeing A/R and A/P activities
- Strong computer skills and experience required
- Previous experience with non-profit/church accounting a plus

QUALIFICATIONS:

- Must be an active member of a Christian Church

EDUCATION AND EXPERIENCE

Bachelor's Degree preferred, or equivalent 6 years' experience in general ledger accounting. Minimum 4 years previous experience required with degree.