



Staff Accountant OPEN

Position Type: Exempt
Category: Regular, Full-time position
Classification: D
Reports to: Director of Finance

Summary/Objective

The Staff Accountant is responsible for donor contributions, deposits, preparation of journal entries and financial reports, and other accounting projects assigned by director.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities

Accounting Responsibilities

- Process all contributions, memorials, restricted donations and non-contribution deposits via offering, online, mail and Square payments (includes preparing deposits and journal entries)
- Reconcile and analyze general ledger accounts
- Enter and post other journal entries as needed
- Prepare quarterly and annual contribution reports for Brentwood UMC
- Prepare monthly reports for BUMC departments and daughter campus
- Assist director with preparing month end financials
- Handling of contribution questions from members in person and via phone/email
- Finance department liaison for certain BUMC mission department projects
- Backup for A/P and credit card posting
- Assist auditors as needed
- Answers accounting and financial questions by researching and interpreting data

Payroll Responsibilities

- Collaborate with Human Resources to maintain employee compensation information in the payroll system
- Review and submit semi-monthly payroll for processing
- Verify and distribute annual W-2 forms
- Assist worker's comp auditors as needed

Other duties as assigned by Director of Finance

Competencies

- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Strong aptitude in Word and Excel
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Bachelor's degree in accounting or related field preferred
- Two (2) – three (3) years in accounting, bookkeeping or related experience required
- Experience in a non-profit environment a plus, but not required

Supervisory Responsibility

This position does not have supervisory responsibilities.

Work Environment

This job operations in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 8:00a – 4:30p, 40 hours per week. Position may require additional hours during certain projects. This position may qualify for occasional remote work based on Brentwood UMC Remote & FlexWork Schedule Policy with approval from supervisor.

Travel

Travel will not routinely be required. Exceptions would be to attend a job-related conference or driving in town to off-site meeting.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.