



Job Description

TITLE: Sr. Accounting Assistant	SUPERVISOR: Chief Operating Officer
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PURPOSE STATEMENT:
This position provides accounting support for Pathfinder Church and St. John School in a professional and confidential environment.

RESPONSIBILITIES:
<p><u>Accounts Payable</u></p> <ul style="list-style-type: none">• Responsible for all accounts payable for the church and school (\$5.0M annually).• Enter invoices, check requests, and expense reports into the accounts payable system.• Corporate credit card processing and reporting.• Annual electronic 1099 reporting.• Annual sales tax return. <p><u>General Ledger</u></p> <ul style="list-style-type: none">• Prepare and enter a wide range of general ledger accounting entries.• Prepare daily banking entries.• Monthly closing journal entries.• Assist with annual audit.• Responsible for monthly reconciliations: accounts payable, accounts receivable, prepaid expenses, deferred revenue, payroll-related accounts, and other accounts as assigned.• Responsible for quarterly reconciliations and the audit for Worker's Compensation insurance.• Develop written procedures and necessary forms for each aspect of the role. <p><u>Deposits</u></p> <ul style="list-style-type: none">• Serve as a backup for weekly deposits of funds processed through the electronic scanner and cash deposits. <p><u>Payroll</u></p> <ul style="list-style-type: none">• Process bi-monthly payroll along with journal entry for each payroll.• Enter café charges and process other payroll changes as needed.• Upload 403b, HSA, dependent flex spending, and workers comp payroll files. <p><u>School</u></p> <ul style="list-style-type: none">• Manage school tuition, Center Care billing, incidental billing through FACTS, and financial aid management.• Handle debts owed to the school and contact the families to settle accounts.



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Other Responsibilities

- Assist in compiling month-end financial reporting packet for the finance committee.
- Manage the accounting for the School of the Arts and processing of ACH payments.
- Coordinate traffic control for weekend services and special events.
- Coordinate document retention per current regulations and shredding of old documents.
- Provide notary service for Pathfinder members.

WORK SCHEDULE:

Full-time position working 40 hours a week with typical working days Mon –Fri from 8:00 am – 4:30 pm. Must have flexibility to occasionally work longer hours.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Must be a self-starter, can work independently, be highly accurate, and have excellent communication skills with all staff and the public.
- Minimum 2-year college accounting degree required with five years of progressive accounting experience. Knowledge of basic Microsoft Office software is required.
- Strong personal commitment to Jesus Christ and a member of Pathfinder or willing to join.