

Accounting Manager

Position Description

Led by God's Word and in conjunction with his/her co-workers, the "Accounting Manager" will be responsible for:

1. **Managing the finances of the congregation by:**
 - a. Maintaining proper financial records for all receipts and expenses.
 - b. Timely preparation of all payroll related requirements including taxes and benefits.
 - c. Record or oversee the recording of all contributions and payments into the proper software systems.
 - d. Oversee the proper procurement of church and school items *utilizing tax exempt status*.
 - e. Timely payment of all properly authorized bills.
 - f. Timely, accurate close of each month for financial reporting.
 - g. Fulfillment of all requirements of the Wisconsin Parental School Choice program as spelled out by the Wisconsin Department of Public Instruction.
 - h. Assist in the financial oversight of all gifts entrusted to the congregation.
 - i. Collaborate with the Treasurer on all financial activity on a regular basis.
 - j. Assist in the preparation of any financial reports requested by the treasurer.
 - k. Prepare the annual fiscal year budget with the assistance of the treasurer.
2. **Oversee and co-ordinate all Human Resource related items** *includes but not limited to*
 - a. Proper storage and security of all employee records.
 - b. Administration of insurance and benefits.
3. **Maintain proper membership records.**
4. **Other areas of responsibility**
 - a. Seek opportunities to continuously improve all office processes.
 - b. Assist in the monitoring of refrigerators, freezers and church signage.
 - c. Assist with the selling of Scrip.
 - d. Assist with programming of heating and cooling for both church and school.
 - e. Assist with occasional office duties *including but not limited to*
 - i. Assembling call packets for newly called workers.
 - ii. Bulletins for funerals, weddings and baptism certificates.
 - f. Additional duties as directed by those in authority.

Qualifications Needed

- A mature motivated Christian.
- Associates degree, or higher, in accounting and/or prior experience preferred.
- Proficient in Microsoft Office.
- Good communication and organizational skills.
- Ability to work independently, as well as with others.

Other

The vision of the role would be advancement with added responsibilities, given acceptable performance. Trinity's goal with this role is eventually a Business Manager, working 40+ hours per week. Trinity offers attractive benefits, including a 401K with a company match.

Accountability

The Accounting Manager is accountable to the Leadership Team through the Coordinating Pastor.