



JOB DESCRIPTION

Position Title	Accounting/Payroll Specialist
Position Reports to:	Controller
Department:	Accounting
Schedule (may vary)	Non-Exempt, Part Time (28 hours/week) (M-Th)

General Description

- Maintains various General Ledger accounts from original entry through financial statements. Makes various monthly Journal entries Leads weekly contribution counting process. Processes semi-- monthly payroll.

Specific Duties and Responsibilities

- Process weekly cash and check contributions
- Process weekly & monthly online contributions & events
- Completes various monthly journal entries
- Prepare and process payment for Quarterly sales tax returns
- Reconcile monthly preschool revenue recorded
- Complete various GL account reconciliations
- Prepare monthly, quarterly missions checks
- Reconcile/calculate weekly Caffe sales & tips
- Reconcile monthly benefit statements, process for payment and/or schedule ACH payment
- Reconcile monthly HRA usage statement
- Assist and support contributors
- Completes monthly wires and/or approves for processing
- Create and distribute various monthly ministry reports (accounting activity & budget variance)
- Create and distribute facility labor hours
- Allocate monthly postage expense to various ministries
- Assist in the process of providing yearly Contribution statements
- Prepares year--end schedules and assists with annual audits
- Payroll processing:
 - Maintain accurate employee salary information
 - Maintain vacation and sick accruals
 - Input approved salary changes within payroll software
 - Verify hours on time cards for regular, overtime and double overtime hours
 - Input time card hours into payroll excel report
 - Process semi-monthly payroll
 - Complete payroll verifications from EDD, Worker's Comp and various state agencies
- Support NCCC staff with accounting issues in a friendly caring demeanor
- Assist Controller with special projects as directed
- Other assignments as directed by Controller
- Reconcile Monthly Credit Card statements

Knowledge Skills Required for the Job

- Strong Excel skills
- 3 years various accounting software experience
- Work with confidential information & money handling
- Excellent problem solving skills
- Excellent customer service mentality
- Ability to work independently
- Strong interpersonal skills
- Commitment to serving all ministries

Minimum Requirements

- High school diploma
- Two or more years recent full cycle payroll and accounting
- Ability to work with others in a team environment
- Excellent communication skills, both written and verbal

Desirable Qualifications

- Payroll processing experience PayNet preferred
- Associates Degree or BA – Accounting

Personal Relations

- Team player, ability to interact with staff, ministry members, parents and volunteers
- Ability to keep church and personal information confidential

Work Environment

- Work is in a shared office setting (cubicles and meeting rooms)

Physical Requirements

- Sitting – at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)