Danville Congregational Church

989 San Ramon Valley Blvd Danville, CA 94526 www.danvillechurch.org

Job Title: Church Accountant

Report To: Church Treasurer and Moderator Team

Position Status: Independent Contractor (average of 8-9 hours per month/12 months; with an approximately 80% remote and 20% on-site work split)

Hourly Rate: Commensurate with experience

Objectives of this role

The accountant is to provide direct support to the Church Treasurer to ensure that the church financial operations comply with the regulatory requirements of the County/State/Federal government and the church's internal financial policies.

Responsibilities

Work under the direct supervision of the Treasurer (with input and guidance from the Moderator Team), to support church operations by performing (including but not limited to) the following financial functions:

- 15% - Manage our financial/accounting software (CDM+):
  - Establish new accounts (as needed) with attributes that ensure appropriate reporting within the established account structure
  - Inactivate unused accounts
  - Advise the Moderator Team on accounting for management information needs
  - Maintain on-going compliance with authoritative guidance
  - Monitor account balances and transactions for accurate coding
  - Assist and advise other CDM+ users (i.e. Financial Secretary, etc.)
- 20% - Work within CDM+ to generate the monthly financial report data needed to populate our Statements of Changes in Net Assets and Statement of Financial Position (in Excel format)
  - Treasurer will review and distribute the completed financial statements
- 40% - Conduct month-end and year-end close processes to verify all necessary entries have been created and posted, ensuring the completeness, accuracy, and cohesiveness of financial information
  - Record earnings from all savings and investment accounts

    - Record various routine, pre-approved ACH withdrawals in CDM+
        - Process journal entries reflecting the semi-monthly processing of the staff payroll by Heartland
        - VANCO EFT invoices
        - Principal and interest components of our monthly Cornerstone mortgage payment
        - Monthly payments per our solar Power Purchase Agreement
    - Defer prepaid commitments (for next fiscal year) as a liability and journal prepaid expenses (for next fiscal year) as an asset
    - Record accounts payable at year-end (review credit card charges)
    - Reconciliation of bank and investment statements with CDM+ bookkeeping ledgers
    - Reconcile Due from Dayspring account to confirm outstanding shared service payments awaiting reimbursement
- 10% - Prepare monthly Commission and Committee reports for distribution by the Treasurer
- 5% - Maintain a fixed asset depreciation schedule (updated annually)
    - Record monthly depreciation entries
- 5% - Enter the congregation approved annual budget into CDM+ software
- 3% - Annually prepare a file of vendors and amounts to be reported via the 1099 process, for the Dayspring accountant
- 2% - Maintain accurate and up-to-date records of all financial transactions.

Required skills and qualifications

- Three or more years of accounting experience with small non-profit organizations
- Working knowledge and experience with accounting software platforms (i.e. QuickBooks, CDM+, NetSuite, etc.)
- Thorough understanding and knowledge of GAAP (Generally Accepted Accounting Principles) and corporate finance principles and procedures
- Advanced experience and proficiency with spreadsheets (preferably Excel)
- Personal integrity; ability to keep company and congregation confidences

Preferred skills and qualifications

- Bachelor's degree (or equivalent certification) in accounting or finance
- Analytical thinking; interpretation of data and logical problem solving
- Natural proficiency in or passion for math
- Strong organizational skills; assist with the management of data, deadlines, and supporting documentation
- Attention to detail; assuring calculation and record keeping accuracy