

ACCOUNTANT

Position: Part-Time Accountant

Hours: Approximately 20 hours per week

Compensation: Hourly; commensurate with experience and qualifications

Reports To: Designated church leadership

Position Summary

Central Ministries is seeking an experienced part-time bookkeeper/accounting professional to manage the church's day-to-day bookkeeping and accounting functions.

The successful candidate should be comfortable working independently, maintaining accurate financial records, meeting deadlines, and working within established financial controls and procedures.

Primary Responsibilities

- Maintain accurate financial records in QuickBooks.
- Process accounts payable and prepare payments.
- Record deposits, contributions, and other receipts.
- Reconcile bank, credit card, and other financial accounts.
- Maintain appropriate supporting documentation for financial transactions.
- Payroll processing and reporting.
- Monitor cash balances and cash flow.
- Prepare regular weekly and monthly financial reports.
- Prepare annual budgets and budget-to-actual reporting.
- Maintain accounting records for designated and restricted funds.
- Maintain vendor information and tax-exempt documentation.
- Maintain appropriate internal financial controls.
- Work with church staff and ministry leaders to ensure financial procedures and deadlines are followed.
- Provide direction and oversight to volunteers assisting with financial functions, as needed.

Qualifications

- Be a committed follower of Jesus Christ who supports the beliefs, mission, and ministry of Central Ministries, recognizing that Christian faith is central to the identity and work of the church.
- Understand and appreciate the unique nature of working in a church and ministry environment.
- Strong knowledge of bookkeeping and accounting principles.
- Advanced proficiency with QuickBooks is required, including financial reporting, reconciliations, accounts payable, budgeting, journal entries, and day-to-day accounting functions.
- Strong proficiency with Microsoft Excel is required, including formulas, data organization and analysis, spreadsheets, pivot tables and financial reporting.
- Working knowledge of Microsoft 365, including Word and Outlook.
- Experience with payroll processing and payroll systems.
- Ability to prepare, understand, and explain financial statements and reports.
- Strong attention to detail, accuracy, organization, and deadlines.
- Ability to work independently and handle confidential financial and personnel information appropriately.
- Good communication skills and the ability to work effectively with church staff, ministry leaders, and volunteers.
- Ability to provide direction and oversight to volunteers when needed.
- Experience with Ramp, iSolved, Subsplash, Stripe, or similar platforms is beneficial but not required.

Education and Experience

- Minimum of five years of relevant bookkeeping or accounting experience required.
- An associate or bachelor's degree in accounting, finance, business, or a related field is preferred.
- Relevant professional bookkeeping or accounting training and certifications are desirable. QuickBooks ProAdvisor or other recognized QuickBooks certification is particularly beneficial.

- Experience with nonprofit or church accounting is preferred but not required.

Hours and Schedule

This is a part-time, hourly position of approximately 20 hours per week. Some scheduling flexibility may be available, although certain payroll, accounts-payable, and financial-reporting responsibilities have established deadlines.

The successful candidate must initially be available for approximately 15–20 hours of training and transition, primarily during evenings and Saturdays.