



COMMUNITY
PRESBYTERIAN CHURCH

JOB DESCRIPTION

Title/Position: Senior Accountant
Department: Accounting
Team Leader: Charlene Curry

General Description

The Senior Accountant position is responsible for (1) SRVCA & CPP billing, collections and analyses (2) associated project cost tracking and analyses (3) and CPCC and PMCF accounting.

Specific Responsibilities

Academy Tuition Accountant

- Coordinate with Academy staff on maintaining and updating billing system set up, including product offerings, billing cycles, payment terms, etc.
- Process monthly tuition and incidental billing for Academy through FACTS tuition system.
- Post cash receipts against accounts receivable ledger.
- Resolve outstanding or delinquent charges, including collection calls and setting up payment plans.
- Track and coordinate grants and scholarships for students.
- Run reports and post monthly general ledger entries from FACTS tuition system into accounting system.
- Reconcile revenue and accounts receivable general ledger accounts to supporting schedules.
- Perform custom reporting on tuition metrics.
- Analyze and manage bad debt reserve balance.



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Ministry Donation Accountant

- Perform donation record keeping, including on-site and on-line contributions for all ministries.
- Post journal entries and reconcile between GL and Giving database.
- Prepare and distribute weekly donation reports.
- Lead the annual Giving Statement process.
- Create monthly reports on ministry restricted net asset accounts.
- Assist in weekly cash counting.

SRVCA & CPP Project Tracking & Analyses

- Identify designated fund tracking (PTF, Classroom fees) and work with constituents on best practices for tracking and reporting activities for all.
- Prepare additional monthly journal entries as necessary.
- Analyze and reconcile AP and Net Assets related GL accounts to supporting schedules

CPCC & PMCF Management

- Coordinate with CPCC management on regular activity reporting and post entries to GL.
- Review PMCF activities, post entries and manage all property rents & expense tracking.

Other

- Payroll backup
- Cash counting



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Qualifications

- Working experience in accounting
- A.A. or Bachelor degree preferred
- Excel, Word, Quick books, and Adding Machine by touch required
- Problem solving – data collecting, analyzing, recommending skills
- Influencing – listening, hearing, and communicating skills
- Self-starter with excellent communication skills
- Work well in a small working environment

Terms of Employment

- 40 hours/week
- Salary range \$55,000 to \$60,000
- Benefits: Medical, dental, vision, vacation, paid holidays, retirement program, short and long-term disability