

Accounting Administrator Job Announcement

The ACCOUNTING ADMINISTRATOR is responsible for general accounting for an Episcopal church in the Montrose area of Houston, The administrator maintains records of contributions and pays all bills and initiates payroll. The Accounting Administrator is a part time position and reports directly to the Rector and works closely with the Treasurer (volunteer position). The administrator is scheduled to work between 16 and 24 hours per week.

Duties:

- **Post contributions to parishioner accounts in ACS (church database software), balance deposits to the General Ledger, prepare and distribute charitable tax statements for parishioners and assist parishioners with contribution/pledge issues.**
- **Post and pay all approved vendor invoices, schedule authorized signers to sign checks or release automated payments for distribution, reconcile and disbursements to the General Ledger and issue applicable 1099's and maintain W-9's and handle other tax issues.**
- **Process payroll bi-weekly for all salaried and hourly staff, ensure payroll files are in compliance with St. Stephen's Personnel Policy and federal and state guidelines, maintain paid time off records, process payroll direct deposit, file monthly payroll tax deposit, issue W2's and W3 annually, advise staff and clergy on pension, life insurance and medical insurance issues and maintain appropriate records and assist staff and clergy with making changes during open season or when situations change to allow enrollment.**

Experience and Education:

Accounting experience (good if in a church setting, but not required). Bachelor's degree in accounting preferred.

Skills needed:

- **Excellent written and verbal skills**
- **ACS (church database software) –could be learned on the job**
- **Excellent public contact skills**
- **Must be able to work with little supervision and meet deadlines**

- **Eager to learn new things especially new technology**
- **Detail oriented**

Submit resume and days/hours you can work to David Long at dlong27@comcast.net