

Accountant for the Minneapolis Area Synod ELCA

REPORTS TO: Bishop of the Minneapolis Area Synod

PRIMARY FUNCTION: Prepare monthly financial statements and other reports, maintain accounts and payroll, and prepare annual audit

AREAS OF RESPONSIBILITY:

PREPARE MONTHLY FINANCIAL STATEMENTS AND OTHER REPORTS:

1. Compile, retrieve, and update accounting information on computer in efficient manner
2. Prepare and input month-end journal entries for all deposits and adjustments as necessary.
3. Work in relationship with staff to provide an accurate reporting of all receipts and Mission Support.
4. Review monthly general ledger activity to ensure accuracy of transaction posting.
5. Generate and distribute routine financial statements on a monthly basis, after review for accuracy
6. Balance bank accounts at month end
7. Prepare various special request reports
8. Perform other responsibilities as assigned to accomplish accurate reporting of financial matters

ACCOUNTS PAYABLE:

1. Review all invoices for proper authorization and account numbers
2. Review and process check requests for authorization
3. Print computerized checks and have check signed by the authorized signers
4. Prepare and mail accounts payable in a timely manner
5. Maintain all relevant documentation on financial disbursements, including authorized invoices, contracts, and receipts, in a neat orderly manner
6. Review the monthly credit card statement, ensuring all supporting documentation match statement

PAYROLL:

1. Work in relationship with an outside payroll service to provide bimonthly payroll checks to staff
2. Make sure employee's deductions are accurate and vacation records are up to date
3. Review and send out W-2 and 1099's at year end
4. Secure appropriate documentation for new employees including authorization for payment from the Bishop, W-4, I-9, and direct deposit authorization
5. Set up the new employee on Health Insurance (Portico if eligible)

MISSION SUPPORT:

1. Record Mission Support and other Deposits
2. Prepare and send monthly reports to the ELCA

OTHER:

1. Work with the Synod Audit Committee to coordinate and attend meetings, prepare agendas, and minutes
2. Manage the annual audit, prepare audit schedules, provide all documentation as requested
3. Manage the annual budgeting process
4. Review annual Portico benefit plan options
5. Maintain vendor relations, including banking and insurance
6. Provide all accounting functions for grant programs and Synod fiscal sponsorships as needed

QUALIFICATIONS:

1. Ability to prioritize work and be a problem solver
2. Demonstrated proficiency with computer applications: ACS, Sage 50, Excel
3. Demonstrated proficient with Generally Accepted Accounting Principles used in day-to-day work
4. Excellent organizational skills
5. Degree in accounting

PART TIME OR FULL TIME: The position will be a minimum of 20 hours, though it possibly could become full time in the future.

SALARY: Competitive based upon experience

APPLICATION DEADLINE: Applications will be reviewed as they are submitted, but the initial deadline for application will be May 15. Applicants under consideration will be contacted soon after that time.

TO APPLY:

Submit letter of application, résumé, and the names of three references to:

Jessie Goeke
Executive Assistant to the Bishop
Minneapolis Area Synod
122 West Franklin Ave., #600
Minneapolis, MN 55404

Or send electronically to: exec.asst@mpls-synod.org