



Accounts Payable and Payroll Professional

POSITION PURPOSE:

The purpose of the Accounts Payable and Payroll Professional position is to provide support to the Senior Director of Church Administration in the area of accounts payable and payroll through ADP.

We are a 2,000+ person congregation in the Presbyterian Church in America. The church employs approximately 95 staff members and Campus Outreach Charlotte employs approximately 25 staff members. These employees rely on our timely and accurate processing of accounts payable transactions and payroll. In addition, you will work closely with the Senior Director of Church Administration for reporting processes and audits in conjunction with our finance staff.

POSITION SUMMARY:

Responsible for:

- Payroll Processing
- Accounts Payable
- Audits
- Compliance

PERSONAL COMMITMENTS:

- Committed to Jesus Christ as Savior and Lord
- Committed as a regularly attending member of an evangelical, Bible-believing church
- Committed to personal integrity
- Committed to Finance Policies and Procedures
- Committed to a work lifestyle of learning and growth
- Committed to organization, attention to detail, and adherence to deadlines

REPORTING RELATIONSHIPS:

- Reports to Senior Director of Church Administration
- Liaises with Finance department, benefits consultant, providers, and staff for Christ Covenant Church and Campus Outreach

REQUIRED SKILLS/ABILITIES:

- Ability to handle confidential material and information in a trustworthy manner
- Ability to prioritize multiple projects and maintain flexibility
- Strong computer skills – proficiency in ADP Workforce Now a plus
- Attention to detail, organization, and deadlines
- Able to work independently or as part of Finance team
- Willingness and ability to establish, nurture, and work with teams of staff and volunteers to accomplish ministry objectives
- Ability to grasp concepts quickly

SUPPORTING EXPERIENCE:

- Experience with accounting software (particularly helpful is Sage Intacct and ADP Workforce Now).
- Functional experience in Word and Outlook; advanced Excel helpful
- Keyboard skills of 35-40 WPM with accuracy and numerical keypad skills
- Good communication skills, written and verbal.

EDUCATION/TRAINING:

- Accounts Payable Experience or an Accounting Degree
- College graduate or equivalent work-related experience
- Familiarity with FLSA regulations
- At least two years previous payroll accounting knowledge and experience

BASIC ROLES/EXPECTATIONS:

- Payroll
 - Processes biweekly payroll for all Christ Covenant and Campus Outreach staff
 - Processes associated payroll and church/COC retirement (403b) contributions
 - Administers, audits, and distributes W-2s and 1095s
 - Prepares and submits data for compensation studies
 - Submits compensation data for annual PCA Report
 - Prepares draft COLA increase spreadsheet, generates employee COLA notification letters for signature, and enters COLA changes into payroll
 - Distributes and collects housing allowance forms, prepares Housing Allowance Resolutions for approval, processes changes in payroll
 - Records CDS taxable tuition assistance in payroll
- Accounts Payable
 - Cash Advance Reconciliation and monitoring account variances
 - Mercy Ministry-as Mercy requests are received, issue check and related procedures
 - Walmart gift cards ordering and payment (Mercy Ministry)
 - 1099's reporting by January 31, mail to IRS by February 28.
 - Maintain and record Sales and Use Tax as paid to vendors
 - Reconcile and track Petty Cash monthly
 - Process quarterly Mission and end of month checks
 - Maintain a file of leases and contracts
 - Train new staff on Sage Intacct Purchasing
 - Field calls from vendors
 - Preparation for annual audit