

## Staff Accountant/Bookkeeper

Note: Actual Salary TBD based on experience and education.

### Our Mission/Vision:

The mission of Immanuel Lutheran Church and School (ILCS) is to transform lives by loving, learning and living in Jesus. We reveal the love and grace of Jesus to our community by our radical hospitality, transformational learning and fearless living.

### General Overview of the position:

The Staff Accountant/Bookkeeper is responsible for performing various accounting tasks to support the internal function of the church and school. These tasks include data entry, balancing ledgers, paying vendor invoices, and developing financial statements. As in all roles within Immanuel Lutheran Church and School, team effort is required, and this role may include other duties as assigned.

### Professional Relationships:

1. The Staff Accountant/Bookkeeper reports directly to the Business Manager.
2. The Staff Accountant/Bookkeeper is held accountable by the Business Manager, Immanuel Lutheran's Executive Council, and Immanuel's Board of Education.
3. The Staff Accountant/Bookkeeper is supported by the members and community of Immanuel Lutheran Church and School and works in concert with them towards common goals. Ultimately, we all work in the service of God.

### Minimum Qualifications:

1. Displays a loving relationship with Jesus, deeply committed to serving HIM and is a model of a Christian in attitude, actions and appearance.
2. Good interpersonal skills.
3. Must be a self-starter with the ability to follow through on tasks assigned.
4. Understand and enthusiastically supports the purpose of Immanuel Lutheran Church and School, our mission, vision, and core values, and will constantly strive towards the Marks of Discipleship.
5. Ability to organize the daily work schedule and prioritize the time intervals of completing the work
6. Maintain a positive attitude in relationships with people, and work effectively with team members to unselfishly support other staff members, church and school.
7. A Servant heart and willingness to help in any way deemed necessary.

### Desired Skills:

1. Associates or bachelor's degree in accounting with 2+ years of work experience preferred
2. Proficiency in QuickBooks

3. Intermediate to Expert-Level Microsoft skills, particularly Outlook, Word, and Excel
4. Must be a self-starter and able to work collaboratively with team members of varied skills in a fast-paced environment
5. Flexibility, efficiency, and attention to detail are critical for success in this role
6. Knowledge of Generally Accepted Accounting Principles
7. Good oral and written skills.
8. Has strong “people” skills – be approachable, friendly, and easy to talk to.

Responsibilities:

1. Prepare and post accounts payable
2. Prepare various deposits, reconcile bank accounts
3. Balance General Ledger Account
4. Audit and proof expense reports and expense accounts
5. Prepare and post payroll and benefit reports
6. Coordinate and maintains company credit cards
7. File and maintains accounting records and reports
8. Develop Financial Statements
9. Maintain Depreciation Schedules
10. Other duties as assigned