

## **Accountant - We offer a competitive salary with great benefits.**

Risen Savior Lutheran Church is a biblically based Christian Church, located in Broomfield, Colorado, dedicated to welcoming, accepting and loving everyone through our Lord and Savior. As a member of the Lutheran Church Missouri Synod, our congregation accepts and preaches the Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized as follows: Grace alone, Faith alone, Scripture alone.

We are seeking a full-time accountant to manage routine accounting and finance requirements, including payroll, accounts payable / receivable, employee benefit plans, financial reporting duties (posting, month end close, reconciliations and the life), tax, and budget planning in conjunction with our treasurer and staff. Also seeking an individual with strong interpersonal and communication skills..

**Pay range:** Salaried \$54,000-60,000, (based upon experience)

### **Benefits include:**

- 100% paid health, dental and vision insurance
- 100% paid life, accidental death & dismemberment, and long-term disability insurance
- Concordia retirement plan
- 8 Paid holidays
- Paid time off (based on length of employment per RSLC Personnel Handbook)
- Paid sick leave
- Free parking

### **Requirements:**

- Associates Degree or higher in finance or accounting, or at least 3 years' equivalent experience financial accounting
- Proficient skills with computer and software programs, we currently utilize G-suites, MS Office, Realm, and Paychex (Training provided for Realm and Paychex.)
- Conscientious, detail-oriented professional
- Strong time management skills
- Strong human relations skills
- Strong organizational skills
- Working knowledge of federal, state and payroll and personnel reporting requirements

### **Major Responsibilities:**

- Accounts payable
- Payroll (including on-boarding of new personnel, tracking paid time off, records maintenance)
- Accounts receivable assistance
- Budgeting assistance
- Financial Reporting
- Maintenance of personnel files
- Assist Treasurer and Financial Secretary
- Background checks
- Provide Notary services: will pay for certification if not currently notary

**Send resume to:** [jobs@rslc.org](mailto:jobs@rslc.org), or mail to: Risen Savior Lutheran Church, ATTN: HR Committee, 3031 W. 144<sup>th</sup> Ave., Broomfield, CO 80023

Full Position Description available.

# *Risen Savior Lutheran Church*

## **POSITION DESCRIPTION**

**JOB TITLE:** Accountant

**REPORTS TO:** Pastor

**DATE:** November, 2021

### **JOB SUMMARY:**

This position is located at Risen Savior Lutheran Church (RSLC) in Broomfield, CO. Manage routine accounting and finance requirements of RSLC that supports its mission as described in the Personnel Handbook.

### **MAJOR AREAS OF RESPONSIBILITY:**

- Financial management
- Human resources and benefits management
- General administrative assistance

### **PRIMARY OBJECTIVE:**

To serve Risen Savior Lutheran Church by providing accounting and financial processing and reporting with insight to the Board of Directors, staff and volunteer teams as directed.

### **SPECIFIC RESPONSIBILITIES OF JOB:**

#### **Financial Responsibilities**

- Responsible for Accounts Payable
  - Provides timely processing of AP financial transactions
  - Coordinate with Treasurer to manage operational cash flow needs
  - Manage lines of credit
- **Payroll**
  - Manage and maintain routine payroll process
  - Coordinate payroll, payroll tax payments, W-2s, and IRS filing with payroll processor (Paychex)
  - Process payroll checks/direct deposits, and maintain payroll and records
  - Ensure all required new hire employment forms are completed and properly filed.
- Accounts Receivable Assistance
  - Review counter deposits and enter monies received on deposit worksheet
  - Manage deposits for Joyful Response and merchant services
  - Coordinate with financial secretary to distribute (semi-annually) charitable contribution statements
- Annually, enter new year's budget into financial software
- Coordinate with the Treasurer to maintain signature authority on all bank accounts

### **Administrative Responsibilities**

- Reporting
  - Create, prepare and distribute financial reports as directed
  - Secure shredding of old financial documents and confidential information
  - Support Treasurer and financial secretaries with special projects and accounting program maintenance
  - Support Senior Pastor and Ministry leaders with budgeting process
- Receive, screen, and return phone calls and emails, answering questions and providing information which communicate the policies and processes of the church
- Provide notary service to RSLC members
- Help keep office in a neat professional manner
- Greet and offer assistance to members and visitors, being available with a listening ear and loving heart

### **Human Resource Responsibilities**

- Maintain personnel files, in addition to payroll records
- Maintain accurate tracking of paid time off, pursuant to Personnel Handbook policies
- Manage online program for Background checks and Children at Risk Training
- Coordinate the on-boarding of new personnel
- Coordinate employee benefits packages with employees
- Assist the Human Resources Committee with the development of policies and procedures as requested.
- Provide the Human Resources Committee with annual healthcare renewal options and other compensation and benefits data needed for budgeting purposes

### **Ministry Responsibilities**

- Accept and support the RSLC Vision Statement and Statement of Faith as contained in the Personnel Handbook and agree to sign the Statement of Acknowledgement of the contents of the Personnel Handbook.
- As a point of contact for the general public or members of RSLC, be ready to offer resources provided by the church as requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient skills with computer and software programs, currently G-suites, MS Office, Realm, and Paychex (Training provided for Realm and Paychex.) and all other programs required for financial and personnel management.
- Proficient with all office equipment
- Ability to produce neat, accurate, and timely work
- Strong time management skills
- Strong human relations skills
- Strong organizational skills
- Working knowledge of federal, state and payroll and personnel reporting requirements

**PREFERRED EDUCATION AND EXPERIENCE:**

Required: Associate’s Degree or higher in finance or accounting or at least 3 years’ equivalent experience financial accounting and human resources.

Preferred: Notary Public trained and certified

**WORKING RELATIONSHIPS:**

- Works closely with the Treasurer, the Financial Secretary, the Human Resources Committee and other financial administration volunteers
- Communicates effectively with staff and volunteers

**CRITICAL PHYSICAL REQUIREMENTS:**

Occasionally: 0% - 33%

Frequently: 34% - 66%

Constantly: 67% - 100%

Sitting: Constantly

Standing: Frequently

Walking: Frequently

Reaching: Occasionally

Typing: Constantly

Twisting: Occasionally

Handling: Occasionally

Weight: Occasionally

Use of Fingers: Constantly

Horizontal Reaching: Occasionally

**EMPLOYMENT CLASSIFICATION**

Permanent Full-Time as defined in Personnel Handbook - Exempt, 40 hours per week

**OTHER REQUIREMENTS:**

Uphold a Christian way of life and attend worship regularly

Must complete Risen Savior’s Children at Risk class

Must pass a background check

**CONCLUSION**

This Position Description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by the job holder within this job. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities or working conditions associated with this position.