



Staff Accountant
Job Description
Revision Date: 4/21/22

Job Purpose:

The purpose of this position is to provide accounting and processing support to the financial area of WCC. Efficient and accurate processing of information in these areas is necessary to provide support for the organization to pursue the mission of WCC.

Supervisor: Controller

Qualifications:

- College degree in Accounting or Finance
- Experience in accounting related areas and or responsibilities
- Skills with computer use and various software programs a must
- Strength in working with details and enjoys work that requires accuracy

Working Environment:

This position is full time. Working days will typically be Monday through Friday during general office hours but could involve other days or hours due to the nature of the job responsibilities and the ministry. Consistent communication and interaction with supervisor is a must. Appropriate dress and appearance required.

Essential Functions:

Offering and Other Income Processing

- Oversee the weekly offering count and processing
- Record all giving into financial recordkeeping systems
- Maintain and update the database with giving information
- Count, record, and prepare deposit of other income received and update in excel and Databases (i.e., Sonlight, Mission, Student Ministry)

Accounts Payable and Expense Processing

- Process all approved payables and expense reports into accounting system and produce reports and checks for approval by Controller
- Responsible for keeping W9 file current, and filing annual Form 1099 Return
- Manage Credit Card transactions by ensuring transactions are properly supported and entered general ledger

General Accounting

- Reconcile cash, paid-time-off (PTO) and other balance sheet accounts monthly
- Create and record journal entries necessary for accurate financial results
- Prepare monthly financial reporting package
- Support Ministry Leaders (as assigned) with creating and tracking annual budgets
- Calculate/Maintain Financial & Other Metrics; Update Dashboard used by WCC Leadership to enhance ministry effectiveness.

**Payroll Processing and Human Resource**

- Responsible for tracking weekly time sheets and entering time into Payroll system
- Responsible for booking payroll-related journal entries into general ledger
- Responsible for updating changes in payroll (e.g., COLA, deductions)
- Perform background checks for employees as needed.

Other

- Order office supplies, as requested by other employees
- Responsible for picking up/sorting incoming mail and taking outgoing mail to post office
- Other assignments given by either the Controller and/or Pastor of Operations