

Job Description



JOB

- Title: Senior Accountant
- Reports directly to the Finance Director
- Part Time

MUST DO (*"If all else fails, this is what you are being evaluated by"*)

- Support and resource Chapelhill Church and affiliates by maintaining the general ledger and complete monthly financials on a timely basis.

RESPONSIBILITIES

- Manage the General Ledger to ensure completeness and accuracy
- Maintain donor records and finance database
- Make recommendations for achievement of short- and long-term financial objectives
- Responsible for the month-end close processes; setting and communicating deadlines, and recording journal entries
- Reconcile bank statements and credit card statements
- Prepare monthly financial statements
- Review transactions to ensure their validity
- Assist with external audits
- Perform other related duties as assigned
- Uphold and represent the values of Chapelhill Church

REQUIREMENTS

- Minimum 3 years experience in accounting
- B.S. Accounting
- Advanced knowledge of Excel
- Sage Intacct and QuickBooks experience is preferred
- Dependable and willing to work in an office environment
- Strong organizational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work