



Accountant
Part Time (20 hours/week)

Job Summary

To oversee the accounting operations of First Presbyterian Church of Green Bay in a timely, thorough, and confidential manner. Act as the fiscal agent of the Church with instruction from the Finance and Administration Committee, in its dealings with designated depositories, investment institutions, and other fiscal institutions. This position works collaboratively with staff, Session, committees, and volunteers. The responsibilities require execution in accordance with First Presbyterian Church of Green Bay's mission and policies, procedures & standards of ethical conduct as well as federal and state laws and regulations concerning financial operations.

Essential Functions

- Record all incoming and outgoing financial and endowment transactions for First Presbyterian Church of Green Bay.
- Ensure that receipts from donors, building rental, other reservations and investments are recorded and deposited.
- Invoices are to be approved, coded, recorded and paid timely.
- Process authorized payroll, ensuring benefits are deducted correctly, and submit quarterly and year end federal and/or state tax filings.
- Reconcile all account activity and always endure a positive cash flow position.
- Prepare, reconcile, and analyze monthly and year to date financial and statistical reports for all Church accounts/activities.
- Maintain pledge records and prepare/distribute quarterly and year end reports.

Other Responsibilities

- Manage the preparation of First Presbyterian Church of Green Bay budget and preparing working documents as needed for Session and committees.
- Prepare lease agreements for rental space and collect fees.
- Attend monthly Finance and Administration Committee meetings and weekly staff meetings.

Minimum Qualifications

This position requires a degree in accounting or equivalent experience, excellent organizational and communication skills, and proficiency in Microsoft Office and financial software systems. Experience with church management software is a plus. The position holder must be a bondable employee.

For consideration, please submit your resume to kestes@firstpresgreenbay.org.