

# Accounting Manager

## Position Description

**Led by God's Word and in conjunction with his/her co-workers, the "Accounting Manager" will be responsible for:**

- 1. Managing the finances of the congregation by:**
  - a. Maintaining proper financial records for all receipts and expenses.
  - b. Timely preparation of all payroll related requirements including taxes and benefits.
  - c. Record or oversee the recording of all contributions and payments into the proper software systems.
  - d. Oversee the proper procurement of church and school items *utilizing tax exempt status*.
  - e. Timely payment of all properly authorized bills.
  - f. Timely, accurate close of each month for financial reporting.
  - g. Fulfillment of all requirements of the Wisconsin Parental School Choice program as spelled out by the Wisconsin Department of Public Instruction.
  - h. Assist in the financial oversight of all gifts entrusted to the congregation.
  - i. Collaborate with the Treasurer on all financial activity on a regular basis.
  - j. Assist in the preparation of any financial reports requested by the treasurer.
  - k. Prepare the annual fiscal year budget with the assistance of the treasurer.
- 2. Oversee and co-ordinate all Human Resource related items** *includes but not limited to*
  - a. Proper storage and security of all employee records.
  - b. Administration of insurance and benefits.
- 3. Maintain proper membership records.**
- 4. Other areas of responsibility**
  - a. Seek opportunities to continuously improve all office processes.
  - b. Assist in the monitoring of refrigerators, freezers and church signage.
  - c. Assist with the selling of Scrip.
  - d. Assist with programming of heating and cooling for both church and school.
  - e. Assist with occasional office duties *including but not limited to*
    - i. Assembling call packets for newly called workers.
    - ii. Bulletins for funerals, weddings and baptism certificates.
  - f. Additional duties as directed by those in authority.

### Qualifications Needed

- A mature motivated Christian.
- Associates degree, or higher, in accounting and/or prior related experience preferred.
- Proficient in Microsoft Office.
- Good communication and organizational skills.
- Ability to work independently, as well as with others.

### Other

This is a full-time salaried position. The vision of the role would be advancement with added responsibilities, given acceptable performance. Trinity's goal with this role is eventually a Business Manager. Trinity offers attractive benefits, including a 401K with a company match.

### Accountability

The Accounting Manager is accountable to the Leadership Team through the Coordinating Pastor.

**Please send resumes to** [TLCAdmin@trinitybrillion.org](mailto:TLCAdmin@trinitybrillion.org)