

FINANCIAL ADMINISTRATOR – First Presbyterian Church of Myrtle Beach

SUMMARY OF POSITION: Full time position to perform all accounting functions of the church and to maintain accurate accounting records for the church.

RESPONSIBILITIES:

- Record member contributions, maintain contribution records, preparing and mail quarterly and annual contribution statements.
- Prepare and make bank deposits.
- Code and record vendor invoices by assigning GL account codes for budgeted expense accounts and by fund. Issue and mail accounts payable checks.
- Prepare semi-monthly payroll and complete monthly reports and quarterly and annual payroll tax returns.
- Reconcile bank accounts and prepare monthly financial report compared to monthly budget.
- Assist in the audit process with the outside accounting firm.
- Develop and maintain cooperative, courteous relationships with staff, church members, vendors, and others.
- Assist with employee benefits administration.

SKILLS:

- Comprehensive Quickbooks knowledge and experience, 3-5 years preferred.
- Solid understanding of generally accepted accounting principles and common accounting practices.
- Non profit or fund accounting experience, preferred.
- Proven computer skills and experience with Microsoft Office software.
- Ability to perform tasks in accurate and timely manner with close attention to details.
- Possess strong verbal and written communication skills.

EDUCATION:

- Bachelor or Associate degree in accounting or business.

BENEFITS:

- Medical, dental and eyewear insurance with generous employer contributions
- Life insurance, short-term disability and long-term disability, employer paid
- 401k plan with employer match
- Paid time off

SALARY:

- Commensurate with education, years and type of experience

EMAIL RESUME AND SALARY REQUIREMENT TO PERSONNEL@MBFPC.COM