



ROLE: Senior Accountant

DEPARTMENT: Finance

REPORTS TO: Director of Finance

WORK HOURS: Full-time

DIRECT REPORTS: Revenue Processing Specialist

WHOM WE SEEK:

We are seeking a detail-oriented, energetic, self-starting individual to join Saint Michael and All Angels as a Senior Accountant. This position will be primarily responsible for several areas of the Finance Department. They will report directly to the Director of Finance and work closely with the others in the department.

Duties and Responsibilities:

- Payroll Processing
 - Process payroll for salaried and hourly staff bi-weekly for 3 different church entities
 - Prepare and process payroll tax payments
 - Prepare and process quarterly 941 tax reporting
 - Prepare annual W-2s
 - Prepare and process 403(b) pension submissions biweekly to administrator
 - Troubleshoot, advise and resolve payroll discrepancies for Director of Finance, staff supervisors and clergy

- Revenue Review and Posting
 - Train and continually work with the staff member responsible for the entry of contributions, pledges and accounts receivable
 - Review and post revenue journal entries into general ledger for multiple entities
 - Primary contact with the merchant account(s) for online contribution processing and reporting
 - Primary back-up to the contribution processing
 - Troubleshoot, advise and resolve revenue discrepancies for Director of Finance and church leadership
 - Work with staff member performing monthly revenue reconciliations
 - Work with Finance team to ensure timely contribution reporting
 - Work closely with Advancement department regarding pledge campaigns, reporting and statement timing

- General Ledger
 - Maintain accounting records and reconciliations for operating and restricted accounts

- Process account transfers as requested
- Assist the Director of Finance in month-end entries and allocations for multiple entities
- Provide monthly information as requested by ministry leaders and clergy
- Internal Controls
 - Assist with implementing and maintaining internal controls
 - Document finance department processes related to contribution processing and reporting

WE EXPECT OUR SENIOR ACCOUNTANT WILL BE...

- Aligned with our core values: Collaborative, Loyal, Effective, Kind, And Growth-Oriented; and committed to our core focus: “Building Christian disciples for a transformed community”
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- An effective verbal and written communicator with excellent interpersonal skills

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or equivalent accounting experience
- Strong proficiency in MS Office Suite, particularly Excel and Word, and competency with Internet and email
- Ability to quickly learn and deploy church’s database system and various software programs
- Complete SafeChurch training modules prior to beginning work

CORE COMPETENCIES:

- Experience in general ledger accounting
- Experience in payroll processing
- Donor database/CRM experience preferred
- Attention to detail and strong organizational skills
- Confidentiality – able to exercise mature judgment and discretion with sensitivity to the needs of others.

If you would like to apply, please submit a letter of interest and resume to Melisa Bray, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or mbray@saintmichael.org (reference “Senior Accountant” in the subject line). No phone calls, please.