



Accounting Associate

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Accounting Associate provides financial, strategic, administrative, and clerical support to CPC. This person will be successful when the Finance team is supporting ministry teams with accurate financial data that can be used to further the goals and initiatives of CPC. This position reports to the Finance & Giving Manager.

PRIMARY RESPONSIBILITIES

- Collaborate with other members of the Finance Team to maintain and develop effective department processes
- Utilize financial knowledge and experience to strategically engage in day-to-day tasks
- Prepare journal entries, general ledger reconciliations, and other account analysis/summaries as needed
- Retrieve documentation for account inquiries from departments and teams
- Assist in the completion of the finance department month-end close and annual audit
- Maintain proper organization and documentation of finance-related items through regular scanning and filing
- Track W-9 forms and manage annual review and distribution of 1099 forms
- Accounts Payable support
 - Process and review all invoices to ensure all supporting documentation, approvals, and appropriate coding are included prior to payment
 - Process and review all staff expense reports, including receipts and approvals, and ensure appropriate account coding has been followed
 - Establish and maintain relationships with new and existing vendors
 - General vendor maintenance, which includes confirming payment terms, establishing tax-exempt status, and reviewing monthly statements for past due invoices
 - Serve as a backup for the weekly check run, processing all currently due invoices and obtaining required staff signatures
 - Reconcile and process monthly credit card payments, and ensure approvals and appropriate coding process is followed
- Accounts Receivable support
 - Receive, process, and prepare miscellaneous bank deposits
 - Process the bookstore deposits and monthly activity
 - Process room rental payments
- Giving support as needed
 - Reconcile, process, and prepare giving bank deposits
 - Assist with giving statements
 - Establish and maintain relationships with givers
 - Assist with giving reports
 - Prepare and send memorial gift acknowledgements and thank you notes

OTHER DUTIES

- Maintain a basic level of understanding of the ministry taking place at CPC for the purpose of supporting the work through the accounting and finance practices
- Provide back-up support to the Accounts Payable & Giving Associate as needed
- Meet regularly with the Finance & Giving Manager for feedback, development, and accountability
- Attend Finance Team meetings
- Attend CPC staff meetings and other staff events/retreat as determined by the Finance & Giving Manager

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- Desire to be working and using your skills in a church/non-profit setting
- BA/BS degree (or in current pursuit of degree) relevant to accounting and finance work
- Previous and direct experience in accounting and/or in a finance setting
- Strategic and future mindset specific to the area of accounting
- Aptitude for working on a team, being a team player, and being collaborative
- Willingness to be flexible, ask questions, and help others learn
- Assign tasks, direct work, and offer encouragement to volunteers
- Regular and reliable attendance to perform responsibilities of the position
- Strong written and verbal communication skills
- Ability to problem-solve and think critically with details and processes in mind
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

PREFERRED REQUIREMENTS

- Leadership skills, abilities, and experience
- Basic understanding and experience working in a non-profit or ministry environment
- Work experience in the following programs/systems
 - Sage Intacct
 - Martus
 - Planning Center Online (PCO), CPC's database system

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.
- Ability to occasionally lift, carry and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Accounting Associate reports to the Finance & Giving Manager

HOURS: This is a part-time (20 hours a week), year-round, non-exempt position

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.



For further information, or to submit a resume and cover letter, email:
employment@cpconline.org