



INDEPENDENT
PRESBYTERIAN CHURCH

Position Title: Accounting Assistant

Status: Part – time; up to 24 hours

Reports to: Accounting Manager

FLSA: Non-Exempt

Job Summary: The Accounting Assistant provides accounting and communication support for the Finance and Communication Ministry Teams at IPC. This person will perform a variety of complex, responsible, and confidential services supporting the managers of each of these ministry teams. The work requires good judgment and initiative on accounting and other assignments that are sensitive in nature as well as the ability to communicate well with church members, vendors, and other employees. This person will perform both routine processes such as accounts payable and payroll but will also be assigned communication and other tasks as they arise.

Education & Experience Requirements:

- Education: Bachelor's Degree in Accounting or similar discipline preferred; 5 years' experience as accounting assistant with high school diploma may substitute for bachelor degree
- Work Experience: Minimum of 3 years performing accounting related processes and procedures
- Technical Skills: Excel proficiency required and graphic design/photoshop a plus

Essential Duties & Responsibilities:

Accounting

- Process vendor invoices for payment
- Obtain time sheets from hourly employees, post information, and assist accounting manager with semi-monthly payroll processing
- Count checks and cash on Monday mornings after worship services
- Prepare end of the month journal entries
- Reconcile the consolidated credit card statement for all employee charges, including obtaining supporting documentation for each charge
- Additional tasks, duties and special projects will be assigned, as necessary

Communication

- Assist with web site updates (photoshop experience is helpful)
- Help create and maintain a church archive system
- Write articles for church publications as needed
- Maintain online photo directory for membership, including taking and uploading pictures
- Additional tasks, duties and special projects will be assigned, as necessary

Knowledge, Skills and Abilities:

- **Work Standards:** Maintain the highest work standards and attention to detail in adhering to documentation and compliance requirements. Capable of working independently and performing multiple tasks, responding to church members, vendors and other employees' needs.
- **Communication:** Good verbal and written communication skills in order to respond effectively to church members, vendors and other employees. Provides updates without being prompted on status of tasks and responsibilities. Incorporates feedback with prompt action and in a positive manner.
- **Teamwork/Relationships:** Comfortable working with employees to accomplish church projects both in the short-term and long-term. Brings a positive attitude and does not allow barriers to hinder progress on an initiative.
- **Problem Resolution and Improvement:** Strives for continuous improvement, always looking to increase efficiency and take on initiatives to improve overall processes. Approaches tasks and responsibilities with a sense of ownership.

Physical Demands:

- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity—close and distant vision, color vision, peripheral vision, depth perception, and ability to focus, with or without correction
- Talking—expressing or exchanging ideas by means of the spoken word.
- Hearing—perceiving the nature of sounds at normal speaking levels, with or without correction.

To apply, please send resume and cover letter to jobs@ipc-usa.org by Friday, March 1.