



Job Description

Title	Accountant	Status	Full Time w/Benefits (Exempt)
Department	Administration/Operations	Reports to	Executive Director of Ministry Operations

POSITION PURPOSE

This position works closely with the Executive Director of Ministry Operations to ensure that appropriate and accurate accounting records are maintained to correctly reflect the financial position of the church and foundation in order to fulfill Hope Lutheran's mission... "to encourage all people to know the love of Christ."

REQUIRED SKILLS AND ABILITIES

- ❖ Educational preferences B.S. in Accounting or 6 years experience as an accountant
- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Ability to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- ❖ Financial expertise, established trustworthiness and integrity in operations, communication, and record keeping.
- ❖ Knowledge of computer systems, including Microsoft 365, membership database management, and financial reporting and accounting software.
- ❖ Strong math aptitude. Ability to perform a variety of complex financial and statistical record keeping assignments; interpret and apply rules, laws and policies; review and resolve discrepancies in financial records; and prepare a variety of fiscal and financial reports.

POSITION RESPONSIBILITIES

1. Financial Management:
 - Supervise daily cash balances.
 - Manage accounts payable accounts.
 - Manage the general ledger for the church and foundation.
 - Perform bank reconciliation each month in a timely manner.
 - Prepare monthly and annual financial reports for the church council, foundation board and individual ministry teams.
2. Payroll Administration:
 - Administer all aspects of payroll for all church employees.
 - Serve as main point of contact for payroll service provider.
 - Oversee monthly, quarterly, and yearly payroll tax forms, make necessary deposits, and prepare W-2s at year-end.
 - Ensure all new and existing employee required paperwork is completed and properly filed and stored.
 - Assist supervisors and employees regarding pay, leave balances, accrual rates, and benefit and tax withholding.
3. Other Duties
 - Assist the Executive Director of Ministry Operations in the preparation of an annual church budget.
 - Assist with the yearly audit process.
 - Establish filing and storage systems as well as historical data maintenance and retention.
 - Other duties as assigned.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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