

**AMERICAN BAPTIST CHURCHES OF CONNECTICUT  
POSITION DESCRIPTION**

**ACCOUNTING ADMINISTRATOR**

**Overview**

- Hourly Wage (negotiable)
- 12 – 15 hours per week
- The successful candidate will have minimum of 5 years experience as an accounting administrator. An undergraduate degree in accounting and/or finance is desired but not required. Familiarity with church finances is desired but not required.
- S/he will have a detailed understanding of the various accounting programs; this person must have strong budgeting, financial forecasting, and analytical skills.
- This job will have a maximum of 15 hours per week with flexibility to work outside of the ABCCONN office.

**Relationships**

The Accounting Administrator is a member of the ABCCONN staff. The Accounting Administrator will be responsible to the Executive Minister. This position will be evaluated yearly by the Executive Minister and the Personnel Committee.

**Initial Responsibilities**

1. Oversight of the general accounting and financial reporting functions of ABCCONN
2. Protect the income of ABCCONN from loss, theft, or fraud through safeguard functions.
3. Create streamlined functions for accounting procedures and instruments in order to create an in house system.
4. Conduct weekly accounting tasks including deposits, check writing, generating invoices, preparing and submitting payroll tax filings, coding invoices and disbursements, monthly closing of books and records, balance sheet reconciliation.
5. Bi-weekly process payroll and submit new hire information to State of CT.
6. Compile financial records for the audit process
7. Provide training and assistance to ABCCONN support staff on the use of the accounting system.

**Over →**

## **Specific Job Duties**

1. Maintain accounting database by entering data into the organization's financial database.
2. Prepare bank deposits weekly and code income to correctly reflect income in financial reports.
3. Code and manage accounts payable invoices.
4. Monitor accounts payable checks, ensure match billings and have been approved by the budget responsible party, and prepare invoices.
5. Prepare accounts receivables invoices.
6. Process payroll b-weekly, remit all tax filings, and prepare W-2s and 1099's annually.
7. Provide wage reports annually for insurance audits
8. Generate and mail donor-giving statements annually by Jan 31 for prior calendar year.
9. With input and guidance from the Investment Committee, manage monthly/quarterly/annual journals to update sub ledger for fixed assets-investments accounts.
10. Assist in determining what financial records should be maintained by the organization to comply with applicable laws and regulations, and to ensure proper stewardship of the income and disbursements of the organization.
11. Maintain both electronic and paper files of the aforementioned financial records.
12. Reconcile all bank accounts monthly by comparing statements with general ledger and bank records.
13. Provide information to the individuals doing annual budget development.
14. Provide the auditor with requested information for annual audit process.
15. Prepare monthly financial reports.