

LUTHERANS FOR LIFE POSITION DESCRIPTION

TITLE: Accountant

ROLE DESCRIPTION

The Accountant provides financial recordkeeping and reporting for Lutherans For Life.

ESSENTIAL CORE VALUES

- Express a zeal and passion for dealing with the life issues that flows from the love of Jesus Christ.
- A servant's heart based in the servanthood of Jesus Christ.
- A member in good standing of a Lutheran congregation.
- A commitment to the Biblical view of marriage and family (as instituted in Genesis 2:24).
- A commitment to the Mission, Message, and Manner of Lutherans For Life as well as all position statements as listed on the Lutherans For Life website.

ESSENTIAL FUNCTIONS

- Maintain office files and records
- Responsible for all accounting functions:
 - Payroll - with outside payroll processor.
 - Input employee hours and salary amounts according to payroll periods.
 - Maintain correct payroll information including withholdings for taxes and benefits.
 - A/P - pay vendors, manage and pay employee reimbursements and expenses, assist employees with conference registration and exhibitor forms, prepare chapter/federation quarterly remittance checks and memos.
 - A/R - manage and enter deposits made by check, cash, credit card, online, and in-kind.
 - Bank Transactions - transfers, withdrawals, cancellations.
 - Monthly financials and reconciliations.
 - Annual Audit - prepare, secure, print, file documentation, and provide assistance to the audit team.
 - Input budget into QuickBooks.
 - Prepare Statement of Functional Expenses for 990.
 - QuickBooks Maintenance-Vendor, Board of Directors, State Federation and Life Chapters (AAR's) for accounts payable and remittances.
 - Collaborating - Staff meetings and Committee Meetings.
 - Reporting-prepare income and expense reports to departments/programs as needed.

MARGINAL FUNCTIONS

- Materials inventory - Manage inventory in QuickBooks, oversee Concordia Publishing House inventory reports and order materials when needed.
- Email correspondence with internal and external contacts.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Accounting and payroll procedures

Skilled in:

QuickBooks

Microsoft Office Applications - Word, Excel, Outlook, Teams

Able to:

Prioritize diverse projects while meeting deadlines.

EDUCATION

Minimum bachelor's degree in accounting, related field, or equivalent experience

Non-profit Accounting helpful

EXPERIENCE

Minimum 5 years accounting experience

CITIZENSHIP

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.