

# ST MARTIN'S EPISCOPAL CHURCH

**POSITION:** Accounting Associate

**STATUS:** Full-Time, Non-Exempt

**REPORTING TO:** Director of Finance

## SUMMARY/OBJECTIVE

The Accounting Associate supports the financial operations of the Church by assisting with daily accounting functions, financial reporting, and internal controls. This role provides essential support to the Finance Department through accounts payable processing, account reconciliations, general ledger maintenance, and administrative reporting. The entry-level Accounting Associate must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

## ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Assist with daily and monthly accounting operations, including preparation of journal entries, general ledger maintenance, and credit card reconciliations.
3. Process accounts payable transactions, ensuring proper documentation, coding, and approvals in accordance with established policies and internal controls
4. Support accounts receivable functions, including tracking and recording donations, pledges, and other revenue streams.
5. Serve as a liaison between the Finance Department and ministry/non-ministry groups, including Episcopal Church Women (ECW) and other outreach-focused ministries.
6. Assist in preparing financial reports for Church leadership and ministry leaders.
7. Maintain accurate and organized financial records in compliance with internal controls, policies, and best practices.
8. Support monthly and year-end closing processes.
9. Assist with internal and external audits by gathering and providing requested documentation.
10. Provide additional administrative and financial support as assigned.

## COMPETENCIES

Competencies required of this role:

- High level of accuracy and thoroughness.
- Ability to identify and resolve discrepancies.
- Effective verbal and written communication.
- High level of discretion and ethical handling of sensitive financial information.
- Ability to clearly communicate financial information to non-financial staff.
- Effectively work within a team and support cross-departmental relationships.

## INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Sufficient planning to meet deadlines.
- Timely completion of all assigned tasks and projects.
- Minimal errors on financial transactions, journal entries, and reconciliations.
- Strong organizational skills ensure files are organized, complete, and easily accessible.
- Compliance with internal controls; completion of documentation, approvals, and appropriate policies consistently followed.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisor responsibilities.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **MENTAL & PHYSICAL DEMANDS**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

## **WORK HOURS AND TRAVEL**

This is a full-time position. Days and hours of work will generally be Monday – Friday with occasional evening or weekend support during peak periods. No travel is expected for this position.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting, finance, or a related field (or in progress), or one to two years of related experience. This role requires a basic understanding of accounting principles (GAAP), and proficiency with Microsoft Excel and ability to use formulas, pivot tables, and basic data analysis tools. It's important this person has experience with or the ability to learn accounting systems (e.g., ACS Financial Suite, QuickBooks, Sage, etc.)

## **EEO/AAP**

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

## **OTHER DUTIES**

This job description does not cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.