



***The Unitarian Universalist Congregation of Columbia, SC
is hiring a Bookkeeper/Accountant***

The Unitarian Universalist Congregation of Columbia (UUC) of Columbia, South Carolina is looking for an enthusiastic Bookkeeper/Accountant for our dynamic congregation. In a spirit of open communication and mutual trust, the responsibilities of this vital position are under the supervision of the Treasurer. The position centers on tracking donations and financial pledges, preparation of monthly and yearly financial statements, managing payroll for a staff of six, familiarity with financial procedures of the Unitarian Universalist Association and generally accepted accounting principles (GAAP), and managing invoices from contractors. The position also includes preparation of and tracking of the annual budget under direction from the UUC Board and various committees. And, in providing leadership in matters related to keeping the Finance Committee and congregation abreast of the status of finances of the congregation.

Compensation

This is a part-time, on-site hourly position paying \$21.57 per hour for 15 hours per week. The position allows a flexible schedule that includes overlapping in-office time with the Administrator. Benefits include holiday pay and paid personal time off per the UUC Personnel Policy.

Qualifications and Skills Required of the Applicant

- Must have a thorough, working understanding of double-entry bookkeeping that is used in the church's ACS computer software.
- Have an understanding of monthly journal entries.
- Must be able to interpret and produce internal financial statements.
- Have a working knowledge of payroll and Department of Labor and independent contractor worker classifications.
- Be familiar with the yearly budgeting process and have an understanding of church pledging.
- Have a working understanding of GAAP (generally accepted accounting principles) procedures.
- Accounting degree helpful; experience with church accounting preferred.

Detailed Job Description & Key Responsibilities for Bookkeeper/Accountant for the UUC

General Position Responsibilities:

- Trains to become administrator on all financial aspects of ACS Financial Software, be a backup for the UUC Administrator on People Suite.
- Maintains financial ledgers of the ACS accounting system software.

- Communicates with Minister regarding his/her discretionary funds (record deposits and withdrawals into ACS).
- Works closely with Administrator regarding member information, bookkeeping supply ordering and budget maintenance.
- Compiles reports and analyses of GL accounts for Board, Committee Chairs and congregants when needed
- Consults with and attend meetings with Minister, Treasurer, Administrator, Finance Committee, and Board of Directors as needed.
- Maintains and updates (along with the Finance Chair) a list of the 2-digit Fund Codes
- Assists the Grant Administrator with financial compliance of the grant.

Disbursements:

- Receives and inputs all AP invoices in payment order.
- Prepares AP checks in ACS and notifies Treasurer or President for his/her signature.
- Requests and enters all Form W-9 information from applicable vendors.
- Maintains copies of all invoices and signed checks, attaching check requests and any related backup.
- Makes sure all signed checks are mailed or delivered to recipients.
- Receives signed and properly filled out credit card requests and receipts to enter credit card activity into ACS.
- Procures forms and prepares Forms 1099-NEC/1099-MISC by January 31st for applicable AP vendors.
- Maintains a spreadsheet of all fixed assets/capital expenditures purchased.

Receipts:

- Records weekly offerings received via checks and double counted cash in appropriate fund accounts in ACS.
- Downloads and records electronic offerings received via Abundant in appropriate fund accounts in ACS.
- Receives and records and puts in safe any deposits of special gifts and from fundraisers not included with weekly deposits
- Maintains the backup for all deposits, attached to the bank deposit ticket in date order.
- Notifies treasurer of any discrepancies between balance of ACS entries and the bank deposit totals.
- Notifies treasure of any funds deposited: MDA, Endowment, or investment/brokerage accounts.

Budget:

- Sends out budget request forms to all committee chairs.
- Works with the Finance Committee to enter a current fiscal year budget into ACS.
- Assists committee chairs with budget usage.

Payroll:

- Gathers timesheets from hourly employees and electronically enters payroll into Excel spreadsheet and then into ADP.

- Serves as payroll administrator with ADP to add, edit, delete employee information and assist employees with retrieving their stubs.
- Prepares pension and interfaces with Empower for EFT each payroll period.
- Makes journal entry for payroll into ACS.
- Maintains permanent payroll records with quarterly payroll returns printed from payroll company, along with W-2's.
- Purchases forms, transmittals and envelopes to mail annual forms 1099-MISC and 1099-NED in order to prepare the 1096 return that is sent to the IRS.
- Calculates pension spreadsheet for Treasurer and also sends notification of automatic pension withdrawal.
- Emails Treasurer copy of payroll summary for a double check semi-monthly.
- Prepares annual workers compensation audit spreadsheet.
- Prepares holiday bonuses as directed by the Personnel Committee for first payday in December.

Pledges:

- Enters in all member pledges annually and any new member pledges into ACS.
- Assists members with questions on their pledge/giving status.
- Prepares and mails quarterly pledge statements to members and friends.
- Prepares and mails tax document letters to members and friends at calendar year end.

Monthly General Ledger:

- Reconciles monthly bank statements for all accounts.
- Prepares journal entries as necessary with adequate and complete audit trail.
- Maintains endowment activity spreadsheet.
- Maintains asset and depreciation spreadsheet.
- Prepares monthly internal financial statements.
- Maintains permanent files according to the UUC records retention policy.

Applications will be accepted between July 18 and August 1, 2024, but the position will remain open until filled. The start date is flexible, with September 16, 2024 preferred.

Please send your cover letter, resume and three references as well as any inquiries you might have to Personnel Committee Chair: personnelchair@uucolumbia.org. Finalist must undergo criminal background check. To learn more about current church activities, potential applicants are encouraged to visit our website: <http://www.uucolumbia.dreamhosters.com/>

The Unitarian Universalist Congregation of Columbia is an Equal Opportunity Employer and is committed to the inclusion of all. We value a diverse workforce; people with disabilities, people of color, and those who identify as LGBTQ+ are encouraged to apply.

July 18, 2024