



## **Senior Accountant - ValleyPoint Church**

ValleyPoint Church, Glen Mills, PA

**Title:** Senior Accountant

**Schedule:** Monday-Thursday, 9:00 AM - 5:00 PM (with potential for full-time)

**Reports To:** Executive Pastor

**ValleyPoint Church's Mission:** Pointing people to Real Relationships and Real Significance.

ValleyPoint Church is a growing, fast-paced, and dynamic environment. As God continues to grow our ministry and staff, we are looking for team players to interact and communicate honestly for ministry synergy. The ValleyPoint staff sees their daily functions as more than just a job as we seek to serve God with excellence and passion.

### **Position Summary:**

The Accountant will report to the Executive Pastor and will support the leadership team at ValleyPoint Church. This position is an opportunity to own the end-to-end financial processes of a growing and thriving non-profit, faith-based church/small business. The successful candidate will have a detailed, proactive, flexible, and "can-do" approach. In addition to the standard accounting duties, problem-solving skills and the ability to support and add significant value to the analysis of the bookkeeping, budget, and various financial matters required in successfully running the church, will be necessary.

### **Essential Position Functions:**

- Extensive knowledge of QuickBooks is required.
- Responsible for all ValleyPoint financial processes.
- Bookkeeping, budgeting, and forecasting.
- Conduct and oversee Sunday collections, online giving, administration, and reporting.
- A/R and A/P, missions giving, and payroll.
- Month end and year end financials and reporting.
- Annual review with outside CPA firm.
- Quarterly and annual giving statements.
- Track and analyze all trips, events, etc. expenditures.

- Define, develop, and execute strong financial processes and controls, ensuring the integrity and compliance of all financial matters.
- Partner with the Executive Pastor to ensure the continuous improvement of ValleyPoint's financial health (ex: improved expense and revenue tracking and management).
- Manage relationships with partner bank, vendors, and other finance related service providers.
- Maintain effective budgeting and financial review processes with all staff members.
- Document procedures.
- Collaborates and works effectively with others to achieve positive work outcomes and is receptive to suggestions, continually seeking to improve performance.

**Position Qualifications:**

- Extensive knowledge of QuickBooks is required.
- Strong mathematical, organizational, problem solving, and analytical skills.
- Detail orientation, confidentiality, and teamwork are a must.
- Ability to build and maintain effective processes.
- Demonstrate an ability to assume responsibility without direct supervision, and ability to set priorities, exercise initiative and judgment, and make decisions within the scope of assigned authority.
- Experience maintaining a general ledger, performing account reconciliations, preparing financial reports and budgets, completing month-end and year-end close procedures; preparing 1099s, and overseeing payroll processing.
- Proficient with Excel and/or Google Numbers.
- Strong written and oral communications skills.
- Proven ability to handle multiple projects simultaneously.
- Ability to communicate effectively with all levels of employees and outside contacts.

**General Responsibilities:**

- Follower of Jesus with strong character.
- Alignment with our statement of beliefs.
- Practice the personal habits of reading the Bible, praying for others, and giving our first.
- Champion of our mission of pointing people to real relationships and real significance.

**Education and Experience:**

- 5+ years accounting / finance experience.
- Bachelor's degree in Accounting or Finance.
- Certified Public Accountant (CPA) a plus.

**Please direct questions and submit resume to ValleyPoint's Executive Pastor, Bob Lannetti, at [bob@valleypointchurch.com](mailto:bob@valleypointchurch.com).**