Office Accountant – Job Duties

St. Mark’s Evangelical Lutheran Church

3350 North Delany Rd.

Waukegan, IL 60087

1. The position of Office Accountant shall be considered to be a temporary employee position.
2. The **Office Accountant** agrees to fulfill the following duties:
   1. On a weekly basis, the Office Administrator is responsible for:
      1. Process and input the weekly offering’s to contribution statements, via the ICON system. File deposit slip with Weekly Income Statement for offerings.
      2. Enter such weekly offerings into QuickBooks.
      3. Process the weekly “Simply Giving”, automatic contributions in ICON, so they are recorded.
      4. Pay Bills, print checks, maintain QB checkbooks.
      5. Process Payroll – biweekly
   2. On a monthly basis, the Office Accountant:
      1. Maintain membership lists in Icon CMO, online web service, as needed.
      2. Maintain membership / households in VANCO, online web service (as needed), in conjunction with Church Secretary.
      3. Complete accounting “Reconcile” for all major accounts in QB (presently – General, Vision, Youth). Need to get bank statements from Treasurer at the beginning of each month and file in database, and attach hard copy to each Reconcile report.
      4. Print Monthly Balance statement and Profit & Loss statement reports (with comparison to prior year), and email to Council President and Treasurer. Leave copies for secretary to file.
      5. Process Payroll taxes with State of IL, and Federal.
      6. Process “Portico” benefits for Pastor – as needed.
      7. Process “Mission of the Month” and COOL, checks and mail.
      8. Assist Treasurer in setting up new employees – as needed.
      9. Assist Pastor in setting up visitation Pastor (W9), and payment processing, as needed.
      10. Communicate via email any information of importance to the Council president / Treasurer including, but not limited to:
          1. Unusual billing / mailing’s from a vendor
          2. Any significant cost saving opportunity you see
      11. Assist with any other duties as requested by the Council president / Treasurer / Pastor.
   3. On an Annual basis, in January, the Office Accountant:
      1. Print and email, ICON church giving statements / reports. (Hard copies for those without email are placed with the Secretary to file in church mailboxes or US Postal mail.)
      2. Assist Treasurer with all W2 & W3 statements
      3. Process all Audit material for annual accounting audit conducted (typically) at the end of January. Box and file audit material.
3. **St. Mark’s Evangelical Lutheran Church** agrees to pay the Office Accountant the sum of $20.00 per hour, with the intended schedule being 5 - 6 hours per week, typically a Friday, but can be flexible with scheduling. It is understood that certain weeks may exceed such 6 hours, and will be paid at the same $20 / hour rate (no overtime).

The Office Accountant will not receive “paid” vacation or sick days, and shall notify the Pastor / Council President (in person, or by phone / email) of any scheduled or unscheduled absences. It is understood that the Office Administrator will take (up to) 3 week’s (non-consecutive) prescheduled vacation time per year, not surrounding critical church Holiday’s.

In addition:

* 1. The normal work hours are defined as: 8:00 a.m. to 1:00 p.m. The specific day of the week to be coordinated with the Pastor / Council President / Treasurer. (Work hours are flexible on such given scheduled day.)
  2. The church officers (Executive Committee) shall be available to provide support and, if needed, a forum for any grievances expressed by the Office Accountant.
  3. FICA will not be withheld from the Office Accountant paycheck nor will the matching employer portion be paid by St. Mark’s Evangelical Lutheran Church.

The Office Accountant and St. Mark’s Evangelical Lutheran Church each have the right to terminate this Contract. The contract may be voided by consent of the Church Council with two weeks’ notice. The Office Accountant may void this contract by providing four weeks of written notice to the Church Council via any member of the Executive Committee, and to the Pastor.

The congregation of St. Mark’s Evangelical Lutheran Church pledges the Office Accountant our prayerful support and makes itself available to guide, assist and aid him / her in the performance of his / her duties under the direction of the Pastor and the Executive Committee.