

ST BART'S



*Everybody needs a place.
We invite you to make this place yours.*

St. Bart's is a celebrated Manhattan landmark, home to a historic Episcopal congregation and a beacon of faith and inclusiveness for people of all faiths. Here is a place that is ancient and new, and what we do is often based on really ancient patterns—worship and music; loving service to the poor, the hurting, the lonely; working for justice and peace; lively, fearless education and formation of minds and souls. And that faith is also completely contemporary, engaged in the culture and the needs of the moment.

Our mission is to comfort, challenge and inspire a growing community of people in search of meaning and hope in their lives.

We embrace a performing arts venue, an active social service center, a pre-school, athletic facility, and a popular restaurant.

JOB TITLE: Staff Accountant (Lay position)

REPORTS TO:

SALARY: \$60,000 - \$70,000

POSITION OVERVIEW:

The Staff Accountant at Saint Bartholomew's Church is a vital member of the Finance Team, contributing significantly at the transaction level of operations. Their contributions are key to sound and timely financial reporting to management.

Responsibilities:

- Manage all cash receipts transactions for St. Bartholomew's Church and related entities
- Monthly reconciliation of donations received via e-commerce platforms
- Monthly reconciliation of donations between Development department and Finance
- Point of contact for online giving platform as well as all online billing and payment inquiries
- Perform full-charge bookkeeping work for related entities
- Prepare monthly reconciliation of general ledger accounts as part of the month end close including, but not limited to, prepaid expenses, accrued expenses, and employee credit card statements
- As part of month end close, calculate, and prepare allocations for fringe benefits and

other overhead allocations

- Oversee work of Accounts Payable clerk as needed
- Assist with maintaining accounts payable vendor listing and vendor files
- Responsible for preparing and filing all 1099s; verify and confirm that all vendor file data are up to date in order to produce timely and accurate 1099s for vendors
- Responsible for scanning and filing of documents in a timely manner
- Assist with audit requests
- Perform ad-hoc duties as required or assigned
- Contribute to the success of the Finance department as a team player who can joyfully pivot from various tasks to meet deadlines.

Qualifications:

- Bachelor's degree in Accounting or related discipline with a minimum of 5 years of accounting and accounts payable experience
- Knowledge of accounts payable processing and GAAP accounting
- Experience with Authorize.net, Raisers Edge, Sage 50 and Sage Fund Accounting preferred
- Ability to work independently with a high level of accuracy and the ability to meet concurrent deadlines
- Excellent interpersonal, time management, and organizational skills
- Demonstrated ability to communicate financial information to senior management and external clients; exceptional attention to detail
- Respect for confidentiality and absolute discretion are compulsory