



ACCOUNTANT
CHRIST CHURCH CRANBROOK, BLOOMFIELD HILLS, MI

Christ Church Cranbrook is a dynamic, thriving Episcopal community experiencing significant growth and transformation. Located in a suburb of metro-Detroit, this two-thousand-member congregation boasts an English cathedral-style sanctuary built in the arts and crafts movement; a truly idyllic setting to carry out our deep commitment to the flourishing of neighboring cities, including Detroit and Pontiac.

Our vision is to be a place where all can explore Meeting Jesus, Finding Joy, Sharing Beauty and Serving Others. We are looking for a candidate who has a demonstrated attention to detail, excellent customer service skills, and shares our passion to create a joyful environment for all who enter the church.

Summary Job Description

The Accountant is a Full-Time, exempt position working on average 35 hours per week. The Church office is open Monday to Friday from 9am to 5pm. The hours for this position can be flexible within that timeframe. This position comes with the following benefits: medical and dental insurance, group life insurance, long- and short-term disability insurance, retirement, and paid time off.

The person in this position will be responsible for the weekly processing of deposits and accounts payable, account reconciliations and monthly closing of all funds, bank and investment reconciliations, preparing monthly financial statements, assist in annual audit preparation, and other duties as assigned.

The Accountant reports directly to the Director of Finance and Administration and is employed at the Rector's will.

Required Knowledge/Skills and Experience

- A Bachelor's Degree in Business or Accounting is required, with an understanding of Generally Accepted Accounting Principles.
- 2-5 years accounting experience, preferably in the Non-Profit sector
- Superior verbal and written communication skills.
- A solid understanding of Microsoft products, particularly Excel, and Google Suite.
- A demonstrated ability to learn, adapt, and integrate new software and technology.
- Ability to multitask and meet deadlines every week.
- Expert organizational, planning, problem solving, and time management skills.
- Ability to interact supportively and professionally with staff, parishioners, and community organizations, maintaining confidentiality and cultural awareness at all times.

Job Responsibilities:

Responsibilities include (but are not limited to) the following:

- Responsible for processing the monthly close, including journal entries and all reconciliations.
- Preparing monthly financial statements for review
- With another staff member separates and counts all service offerings (includes cash, envelopes and checks)
- Complete and takes all deposits to bank
- Post all donations, by parishioner, to the donor software
- Work with staff to process and prepare acknowledgements to donors for all gifts of stock, memorial, and alter flowers gifts
- Submit monthly reports to Church Guilds and other committees as assigned
- Prepare/distribute monthly operating departmental reports
- Assist in audit preparation
- Set up new yearly files and coordinate old file storage
- Prepare trust distribution reports
- Maintain and report postage machine balance
- Maintain and transfer funds between saving and checking accounts
- Create invoices for Weddings and Memorials/Funerals
- Weekly processing of accounts payable and deposits
- Order office supplies
- Post and sort mails
- Other duties as assigned

Please submit cover letter, resume and three references to Gina Morgan, Director of Finance and Administration at gmorgan@christchurchcranbrook.org by June 12, 2019.