

Title: Accountant
Reports to: Director of Accounting & Administration
Status: Part- or full-time* (20-30 hours per week), Non-exempt
**Open to exploring part- or full-time based on applicant interest*
Schedule: Weekdays during normal office hours
Value to the Team: You have a knack for numbers, data, and details. As an integral member of our team, you put your training and experience in Accounting to work to provide excellence in the technical processing and reporting in all areas of Accounting.

Responsibilities

➤ Contributions

- Manage all areas of daily online contributions, weekly check/cash contributions, and stock contributions (including processing, balancing, posting, reconciling, and reporting).
- Serve as the primary contact for donors.
- Maintain donor records.
- Assist in the preparation and distribution of year-end giving statements.
- Process miscellaneous income.

➤ Reporting

- Compile weekly dashboard, as well as monthly and quarterly giving reports.
- Compile data for Blackhawk Weekly giving update.

➤ Payroll

- Update payroll and benefit systems for employee changes.
- Process semi-monthly payroll for all employees.
- Upload payroll journal entries.
- Upload 403B contributions.

➤ Accounts Payable

- Manage all areas of accounts payable.
- Review coding of invoices and approve invoices for payment.
- Track and process monthly credit card activity.
- Manage registrations, failed payments, and refunds.

➤ General Ledger

- Prepare and post journal entries.
- Manage reconciliations (bank reconciliation, petty cash reconciliation, balance sheet reconciliations).
- Assist in the preparation of financial statements.
- Assist with monthly, quarterly, and year-end closing (including audit).

➤ Budgeting

- Assist with departmental budget templates and preparation.
- Aggregate and upload approved budgets into accounting system.

➤ **Teamwork**

- Maintain accounting procedures and training documents.
- Support staff in their use of various accounting and payroll systems.
- Backup other Accounting Department staff and volunteers.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Minimum associate's degree in Accounting and at least 3 years' experience preferred

Intuition and comfort with data and numbers; high attention to detail and accuracy

Strong organizational, administrative, and interpersonal skills

Ability to troubleshoot effectively

Exercises mature and independent judgment, confidentiality, and tact

Values multicultural ministry

Strong computer skills and proficiency in Microsoft suite (specifically Excel)

Previous accounting software experience preferred

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.