

Title: **Accountant & Administration Coordinator**
Reports to: Director of Accounting & Administration
Status: Full-time (30-40 hours per week *), Non-exempt
**Hours determined based on organization need and applicant skillset*
Value to the Team: You have a knack for numbers, data, and details. As an integral member of our team, you provide excellence in the technical processing, reporting, and coordination in Accounting and Administration.

Responsibilities

➤ **Accounting**

CONTRIBUTIONS/INCOME

- Manage all areas (processing, balancing, posting, reconciling and reporting) of contributions, including daily online, weekly check/cash, and stock.
- Manage donor support (e.g., serve as the primary donor contact, maintain donor records, assist with creating and distributing year-end giving summaries).
- Process miscellaneous income.
- Manage registrations, failed payments, and refunds.

ACCOUNTS PAYABLE

- Manage all areas of accounts payable (e.g., review invoice coding, approve invoices for payment, process payments).
- Track, review, and process credit card activity through expense management software.

GENERAL LEDGER

- Prepare and post journal entries.
- Manage all balance sheet reconciliations.
- Assist in the preparation of financial statements, as well as monthly, quarterly, and year-end closing.

BUDGETING

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

GENERAL

- Compile weekly dashboard, as well as monthly and quarterly giving reports.
- Maintain accounting procedures and training documents.
- Support staff's use of accounting system, corporate credit cards, and expense reporting systems

➤ **Administration**

PAYROLL & BENEFITS

- Update payroll and benefit systems for employee changes.
- Process semi-monthly payroll (including uploading payroll journal entries and 403B contributions).
- Support staff's use of payroll and benefits systems.
- Assist in payroll and benefits communications to staff throughout the year.

GENERAL

- In collaboration with the HR Director, coordinate details of employee on-ramp and off-ramp.
- Maintain employee files (payroll file and HR file), and any related record-keeping systems.

➤ **Teamwork**

- Participate as a member of the Operations Team.
- 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

(Preferred) Prior training and experience in Accounting

(Preferred) Prior training and experience in HR

Strong computer skills and proficiency in Office 365 suite; preference for experience in Accounting software

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

Strong organizational, administrative, and troubleshooting skills

Excellent verbal and written communication skills

Exercises mature and independent judgment, confidentiality, and tact

Values multicultural ministry

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.