

## Accounting Position:

**Job Summary:** Plan, coordinate and apply principals of accounting to analyze financial information and aid in the preparation of financials reports. Compile and analyze financial information to prepare entries to account such as Accounts Receivable, Payroll, and General Ledger.

### Duties and Responsibilities

- Analyzes records of financial transactions to determine accuracy and completeness of entries.
- Maintain the general ledger and all books or original entries to create financial reports.
- Report on the financial status of SABC to Accounting Manager and review operations to ascertain accounting needs.
- Assist Accounting Manager in maintaining chart of accounts and assigning entries to proper accounts.
- Assist in appraising, evaluating, and inventorying real property and equipment, and recording descriptions, values, locations and any other related information.
- Assisting in maintaining and coordinating the implementation of accounting control procedures.
- Assist in resolving accounting discrepancies.
- Other duties as assigned.

### Knowledge and Skill Requirements

1. Knowledge of finance, accounting, budgeting, and cost control principles including General Accepted Accounting Principles  
Knowledge of financial and accounting software applications  
Knowledge of federal and state financial regulations  
Ability to analyze financial data and prepare financial reports, statements, and projections
2. Well organized, detail-oriented and an efficient multi-tasker

### Education Requirements

- Degree from an accredited four-year college or university in Accounting, Finance, or a related field.
- Three to five more years of professional related experience in budgeting, accounting, and or auditing.

### Attendance :

- On-Site & Part Time

Sixth Avenue Baptist Church

Employee Information

Personal Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/U nit #  
City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_  
SSN or Gov't ID: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_ Spouse's Phone: \_\_\_\_\_ Work \_\_\_\_\_

Recent Job Information

Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
Work Location: \_\_\_\_\_ Email: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Emergency Contact Information

Full Name:

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Last	First	M.I.
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Address:

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Street Address	Apartment/Unit #
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City	State	ZIP Code
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Primary  
Phone:

Alternate  
Phone:

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Relationship:

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