

ACCOUNTS PAYABLE COORDINATOR & STAFF ACCOUNTANT

CALVARY CHURCH

1010 N TUSTIN AVENUE
SANTA ANA, CA 92705

CALVARYLIFE.ORG

714.973.4800

Calvary Church seeks to be a family being changed by the gospel to love like Jesus across all cultures and all generations. As the Accounts Payable Coordinator & Staff Accountant, you are primarily responsible to ensure Calvary's bills are paid on time and help with accounting processes to enable effective ministry church-wide.



YOU ARE KNOWN AS:

- A follower of Jesus living life above reproach
- A team player, servant-hearted hard-worker, hospitable, positive, compassionate, truthful, loving, and gracious to all
- An excellent communicator, both in written and oral forms
- A fun person; a positive cheerleader
- A self-starter; problem solver
- A learner; teachable; always growing
- Depending on God's Spirit



WHAT YOU WILL BE DOING ON-THE-JOB:

- Review funds requests and invoices for the church, school and preschool requesting further documentation where required. Also may assist people in creating accurate funds requests.
- Process funds requests in Great Plains, print and review checks, obtain signatures, mail or deliver checks.
- Review/investigate outstanding checks, performing tasks required to clear items.
- Maintain all Accounts Payable files, W-9 forms and prepare annual 1099's.
- Track and process property tax payments and reconcile credit card statements.
- Assist in counting Sunday's offering, preparing spreadsheet for recording donations and preparing cash deposit (Monday).
- Process journal entries for payroll, support ministry charges, miscellaneous.
- Maintain Heritage tenant spreadsheets tracking lease payments received.
- Maintain files for Certificates of Insurance.
- Run and distribute monthly trial balance reports.
- Assist in providing information for annual audit or Worker's Compensation audit.
- Using the FACTS system to retrieve reports for use in reconciling School and Preschool Accounts Receivables.
- Assist in tracking and reporting of School and Preschool fundraising activities.
- Other accounting system entries and reports as needed for the monthly reporting process.



BONUS POINTS IF:

- You can alphabetize backwards.
- You like paying bills.
- You love being behind the scenes but karaoke doesn't petrify you



YOUR TEAM:

- **Your supervisor** ↑ : Controller
- **Your ministry team** ↔ : Administrative Team



EVERY EMPLOYEE AT CALVARY IS EXPECTED TO:

- Support the leadership of Calvary
- Advocate for Calvary's Better Together vision, Each One Reach One mission, 10:02 Prayer, Leadership Development, and Church Family values
- Attend regularly scheduled meetings as applicable (Chapel, Pastoral Staff Meeting, Pastor Day Away, Staff Prayer & Lunch, Monthly Birthday Gatherings, and others)
- Engage in the weekly Worship Service
- Participate in a LifeGroup for at least one season each year
- Actively contribute to all-church events (Reach Week, Easter services, Annual Church Meeting, Church Picnic, VBS, Beach Baptisms, Light the Night, Christmas services, etc.)
- Participate in staff trainings, retreats, conferences, in addition to regular schedule
- Maintain general knowledge of all-Calvary events to help all people connect
- Be proficient in computer and technology use: Google drives, docs, sheets, Word, Excel
- Have completed or be actively pursuing appropriate education and professional work experience to fulfill job responsibilities
- Be available for identified work schedule and perform other duties as assigned
- Model a biblical standard of conduct - private, public, online
- Submit to and uphold Calvary's bylaws and doctrinal statement
- Adhere to guidelines stated in Employee Handbook
- Be or become a Calvary Church member during the first year of employment-calvarylife.org/membership

How to Apply for this Role

To submit your application for the **Accounts Payable & Staff Accountant** please fill out the Employment Application available on our website at calvarylife.org/jobs/

Questions? Contact [Sheryl Larsen](mailto:slarsen@calvarylife.org) at slarsen@calvarylife.org