



The River Conference

of the Free Methodist Church

The River Conference Accountant Position Description

Job Title:	Accountant
Reports to:	Assistant Superintendent
Works in collaboration with:	Superintendents Conference Administrator Admin Team District Leaders
Hours:	This is a contracted 1099 position
Compensation:	TBD
Evaluation:	Annually a review will be conducted In addition, to the annual review there will be periodic check-ins as needed
Communication:	Open transparent communication with the Admin Team is critical for this position.
Confidentiality:	Due to the nature of the information being processed, confidentiality shall be maintained.
Proficient in:	QuickBooks Online Microsoft Word Microsoft Excel Microsoft Outlook of Apple Mail
Interactions with Churches:	Works with the local church Treasurers
General:	Results oriented Self-directed



Specific Functions and Responsibilities

Weekly

- Attends ZOOM Admin (staff) meeting typically on Monday mornings
- Processes checks and payments as necessary

Monthly

Life & Disability Insurance program

- Enrolls pastors that meet the qualifications of our insurance policy with United Heritage Life Insurance Company
- Sends monthly life & disability invoices to churches enrolled in the United Heritage program.
- Receives and posts life and disability insurance payments in the QB Accounts Receivable
- Follow up with churches by e-mail with reminders if they have a past due account

Accounts Receivable, Payable and Payroll

- Invoice churches who have loans with the TRC, ie. Citizens Church, Phoenix, AZ
- Receive and post apportionments, donations, restitution/judgement, rent payments and other investment income
- Send all designated monies to FMCUSA by the 3rd of each month
- Handles accounts payable making sure bills are paid in a timely manner and posted to the proper accounts
- Coordinate with Administrator and Property Manager to categorize expenses from the credit card statement and collection of receipts
- Calculate and process monthly EPP payments to FMCUSA
- Coordinates with the administrator to book all monies received via PayPal
- Reconcile bank statements and record all auto draft entries for TRC, church plants and buildings
- Prepares semi-monthly payroll for all W-2 employees, monthly payroll for 1099 contractors (District Leaders, MEG coordinator, Church Plant coordinator, River Institute coordinator, Oak Cliff property manager, TRC translator, bookkeeper
- Process and pay all monthly payroll taxes

Church Plants

- Pay bills and prepare PayPal reports, apportionment worksheet, payroll and financial reports for church plants that the TRC provides the bookkeeping for
- Email monthly financial reports to pastor, church plant coordinator and TRC administrative team
- Process monthly lease payments (Houston Joy and Amarillo) and maintenance payments for the lawn care, cleaning, etc.



Meetings

- Collects FMF loan information and prepares monthly financial reports and emails them to the Finance Committee by the 10th of each month.
- Email treasurers and District Leaders when churches fall behind in their apportionments
- Attends the Finance Team meetings when scheduled and the monthly Board of Directors meeting to present the financial statements
- Review minutes from the monthly Property Team meetings

Quarterly

- Reconcile investment accounts and post quarterly interest
- Process and pays all state and federal quarterly payroll taxes and prepare quarterly tax filings including Form 941

Annually

- Process and pays all annual payroll taxes
- File Colorado annual report and coordinate with Deer Flat Church as the agent for the TRC to file annual report to the state of Idaho
- Prepare all state and federal year-end payroll reports including W2, 1099s, and reporting to the Social Security Administration, the US Treasury and any other state agencies.
- Prepares and mails annual donation letters for tax credit purposes for both the TRC and church plants the TRC provides bookkeeping services for
- Works with the Administrator and Superintendents on annual budgets for Finance Committee and Board of Directors approval
- Write-off uncollectible debts and/or obsolete checks
- Send out year-end check list to all church treasurers
- Collect annual housing allowance documents and make necessary changes to salary and other IRS requirements

Local Church Interaction:

- Assist churches with financial questions, setting up financial systems and GAAP requirements
- Update contact list of church treasurers
- Communicates with the treasurers regarding changes with FMC policies

As necessary:

- Coordinate with United Heritage when enrolled pastors have a change in status in their employment
- Manages the cash flow and transfers money from our savings when needed for cash flow or specific projects
- Participate in the Finance Team meetings when scheduled (Led by Assistant Superintendent)
- Work with property team, Free Methodist Foundation and other staff reviewing financial stability of churches, potential property purchases/sales or other projects requesting conference financial assistance



- Collaborates with Administrative Team when projects necessitate financial oversight, proformas or forecasting
- Book church building sales, purchases, construction projects, conference merges, etc.
- Assist with Annual Conference as needed (travel, lodging and associate expenses covered by TRC)

And Other Supporting Duties as Required

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