



**POSITION DESCRIPTION**  
**ACCOUNTING ADMINISTRATOR**  
**NEW CASTLE PRESBYTERY**

Position Description And Function: The Accounting Administrator serves New Castle Presbytery (“NCP”) as a part-time, salaried staff member responsible for performing NCP’s accounting functions and related services. The Accounting Administrator works closely with the NCP Administrator, the NCP executive staff, and the NCP Trustees and Financial Resources Committee.

Personal Qualifications: The Accounting Administrator’s position requires certain background qualifications:

1. An Associate’s or Bachelor’s degree from an accredited institution with a concentration in accounting or a related field, or equivalent experience.
2. At least five years’ experience in accounting or a related field in a paid or volunteer capacity.
3. Ability to work independently and collaboratively with others as part of a team.
4. Superior oral and written communication skills.
5. Ability to prioritize tasks and complete assignments according to established deadlines.
6. Ability to maintain confidential and sensitive information.
7. Ability to pass a criminal background check and eligibility to be bonded.

Core Competencies: The Accounting Administrator’s position requires competency in specific areas:

1. Certification in Quickbooks at an acceptable level of competence.
2. Knowledge of generally accepted accounting principles.
3. Working knowledge of Microsoft Office applications including Word, Excel and Power Point.
4. Familiarity with accounting for nonprofit organizations.

5. Ability to prepare meaningful accounting reports as required.

Position Responsibilities: The Accounting Administrator's responsibilities include all of the following:

1. Recording and classifying all financial activity in Quickbooks Online.
2. Managing payroll and 403b plan transactions, including processing paychecks, remitting retirement, MedWrap and other benefit payments, and supporting the NCP Administrator as requested in co-ordinating related activities.
3. Reconciling on a monthly basis all bank and investment accounts, and credit card statements.
4. Reconciling various balance sheet accounts according to established monthly, quarterly or annual schedules.
5. Managing Accounts Receivable, including processing payments, preparing deposits, managing billing to churches, serving as point of contact for financial transaction questions from executive staff and Committee chairs, managing pass through of funds received to governing bodies (General Assembly and Synod) and maintaining campus house rent schedule.
6. Processing Accounts Payable, including entering all accounts payable, submitting payments through Bill.com and preparing checks.
7. Preparing electronic documentation of requests for payment or reimbursement after initial approval, including attaching supporting minutes or other communications, and reviewing to assure conformity with NCP established guidelines and relevant committee or other budgets.
8. Entering deposit items in Quickbooks, processing deposits in conformity with NCP established procedures and standard accounting practices, and delivering deposits to the NCP Administrator or as the NCP Administrator designates.
9. Providing timely monthly financial reporting to executive staff, members of Trustees and Financial Resources Committee, and NCP Treasurer and Committee chairs, and providing supplemental reporting as requested.
10. Assisting the Trustees and Financial Resources Committee in preparing the NCP annual budget, and loading the approved budget into Quickbooks Online.
11. Acting as primary point of contact and accounting resource for executive staff, Trustees and Financial Resources Committee, NCP Treasurer, NCP Administrator, officers of member congregations and NCP's outside accountants or auditors.

12. Maintaining accounting records requiring permanent retention and facilitating secure shredding of records beyond retention requirements.
13. Attaching scanned documentation into the accounting systems.
14. Filing and organizing on-site financial records.
15. Maintaining and updating NCP accounting procedures and associated forms.
16. Collaborating with the NCP Administrator as requested, including by maintaining and providing reconciliations of financial data related to NCP events; preparing minutes and administrative documentation required by auditors; and providing annual insurance and compliance documentation.
17. Assisting and supporting the NCP Administrator and executive staff in completing substantial or time sensitive projects.
18. Providing recommendations for any areas of improved efficiency or cost savings.

Accountability: The Accounting Administrator will work cooperatively with the NCP Administrator, will report to the Connectional Presbyter and will be accountable to the NCP through its Trustees and Financial Resources Committee and its Committee on Leadership.

Evaluations: The Presbytery's Committee on Leadership and representatives of the Trustees and Financial Resources Committee will conduct an initial six month review and then annual reviews of the Accounting Administrator's performance. The results of the annual reviews will be reported to NCP as part of the Committee On Leadership's customary reporting. In addition, an annual review of all NCP accounting records will be conducted by or under the supervision of the Trustees and Financial Resources Committee.

Terms of Employment: The Accounting Administrator's position is part time and salaried, conforming with the relevant provisions of *The Manual of New Castle Presbytery*. The Accounting Administrator will ordinarily serve as the NCP Treasurer, performing the responsibilities of that position as described in its Position Description and *The Manual of New Castle Presbytery*. An average work week will consist of twenty-eight (28) hours, with flexible, additional working hours expected during peak demand periods. Compensation for extended extra time will be negotiated with the NCP Administrator and Connectional Presbyter. Vacation or other paid time off will be determined according to *The Manual of New Castle Presbytery*. The Accounting Administrator's position requires attendance at the NCP office during regular business hours except as otherwise negotiated with the NCP Administrator and Connectional Presbyter, and participation in all training mandated by NCP.

Compensation And Benefits: Beginning salary for the Accounting Administrator is Thirty-nine Thousand (\$39,000) annually, which includes compensation for performing the responsibilities of the NCP Treasurer, to be paid in accordance with NCP's customary payroll practices. This position includes employer-provided medical insurance offered through the PC(USA) Board of Pensions. It does not provide any other benefits.

Separation Policy and Process: Either party may terminate the Accounting Administrator's employment upon thirty (30) days' written notice to the other. In addition, NCP may terminate the Accounting Administrator's employment for cause, at any time, with or without notice to the Accounting Administrator.