

TRINITY ON THE HILL POSITION DESCRIPTION AND RESPONSIBILITIES

Date: October 2026

Position: Accountant

Position Classification: Full-Time/Salaried (non-exempt)

Reports To: Business Administrator

POSITION SUMMARY

The Accountant is responsible for the cash receipts and cash disbursement functions of the church business office and provides support for other accounting, financial, and administrative functions as needed. This position requires strong accounting and computer skills, excellent communication and organizational abilities, attention to detail, discretion, and the ability to work effectively with staff, vendors, volunteers, and members of the congregation.

As a member of the Trinity on the Hill Church staff, the Accountant is expected to demonstrate the highest standards of ethical and moral conduct consistent with the Christian values and mission of the church. The position requires strict adherence to church policies regarding confidentiality, privacy, financial information, and the handling of sensitive records. Breaches of confidentiality or privacy will not be tolerated.

RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Record and process donor contributions accurately and in accordance with church policies and applicable IRS regulations.
- Prepare annual donor contribution statements and provide statements or contribution information upon request.
- Recruit, coordinate, and oversee volunteer money-counting teams in accordance with established church procedures and internal controls.
- Prepare and process accounts payable vouchers and weekly check runs in accordance with church policies and applicable IRS regulations.
- Monitor utility usage and expenses and work collaboratively with the Facilities Manager to evaluate rates, contracts, and opportunities for cost savings.
- Maintain accurate vendor records and prepare and file annual Form 1099s as required.
- Assist the Business Administrator with the development, implementation, and maintenance of church financial policies, procedures, and internal controls.

- Assist the Business Administrator with designated human resources and administrative responsibilities.
- Serve as Secretary to the Finance Committee, including preparing meeting materials and minutes as appropriate and attending approximately four to five evening meetings annually.
- Maintain accurate, organized, and confidential financial records and documentation.
- Perform other accounting and administrative duties as assigned by the Business Administrator.

QUALIFICATIONS AND EXPERIENCE

- Minimum of five years of demonstrated accounting or bookkeeping experience, preferably in a nonprofit, church, or similar environment.
- Proficiency with Microsoft 365 applications, including Excel, Word, Outlook, and Teams.
- Experience with accounting software; experience with ACS Financial and Realm is a plus.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to prioritize multiple responsibilities, meet deadlines, work effectively under pressure, and adapt to changing needs.
- Strong interpersonal and written and verbal communication skills, with the ability to work effectively and professionally with staff, volunteers, church members, vendors, and other external partners.
- Working knowledge of budgeting, expense management, accounts payable, and financial recordkeeping.
- Demonstrated ability to maintain confidentiality and exercise sound judgment when handling sensitive financial, personnel, and donor information.
- Understanding of and commitment to the core values, mission, and vision of Trinity on the Hill Church.
- Associate or bachelor's degree in Accounting, Finance, Business, or a related field preferred.
- Successful completion of a nationwide criminal background check is required.

SALARY AND BENEFITS

Salary will be commensurate with qualifications and experience. Benefits are provided in accordance with the Trinity on the Hill Church Employee Handbook as applicable to full-time ministry support staff.