

## **Job description**

### **St. Michael's Church**

#### **Position Title: Accountant/Office Administrator: Full Time**

HOURS: 40 hours, 9:00 AM to 5:00 PM.

Pay is hourly and based on qualifications and experience.

#### **Organization Description**

St. Michael's Episcopal Church is a vibrant, inclusive, welcoming community on Manhattan's Upper West Side, with an active calendar throughout the week. Our facility provides space for many organizations, with numerous programs for children, social services, and the arts.

St. Michael's is looking for a full time Accountant/Office Administrator to be responsible for performing all church accounting functions: A/P, G/L, Contributions and Payroll, as well as perform general administrative functions as needed, which include front desk/reception duties when the office coordinator is not present.

The position reports to the Director of Administration & Finance, and will be expected to assist the Rector, other staff, and other church committees as requested.

#### **Required**

- Demonstrated proficiency in Microsoft Office & Google applications
- Experience with detailed record keeping & understanding of GAAP accounting
- Highly accurate in entering information in applications
- Effective problem solving skills, being innovative, adhering to deadlines
- Reliable, self-motivated, demonstrating initiative and follow-through
- Strong verbal & written communication skills in fluent English
- Maintain a strict adherence to confidentiality in all matters

#### **Preferred**

- 4 year degree in accounting
- Working knowledge of ACS Technologies/computerized accounting program
- Experience with Paychex FLEX payroll or other payroll services
- Prior church experience

#### **Work and Physical Environment**

This job operates in a professional office environment in a historic building. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

This is partially a sedentary role; however, some responsibilities will require the ability to move files, open filing cabinets, bend or stand as necessary and the ability to lift 25 lbs. The role requires navigating the Church's three-floor environment, including going up and down stairs.

St. Michael's Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Location: St. Michael's Church, 225 West 99th St., New York, NY 10025 [www.saintmichaelschurch.org](http://www.saintmichaelschurch.org)