



ACCOUNTING SPECIALIST: CONTRIBUTIONS & PAYROLL

Department: Operations: Finance

Reports To: Director of Finance and Business Information

Hours/Week: 40 Hours/Week

FLSA Status: Non-Exempt

Schedule: Monday-Friday

Job Class: Specialist

Benefit Eligibility: Benefited

Location: UPC Main Campus

Wage Range: \$50,000 to \$53,000 annual

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position processes and tracks monetary gifts. Works as part of the Finance Office staff and volunteer team. Attention to detail, good communication skills and an ability to maintain confidentiality are critical skill sets

RESPONSIBILITIES

- Attends department and UPC staff meetings
- Participates in corporate worship at UPC, when presence is requested.
- Other duties as assigned.
- Continuous process improvement to automate tasks and free up time within the department for strategic engagement with ministries.

Contributions & Accounting

- Processes and tracks monetary gifts.
- Prepares deposits for the bank.
- Maintains donor giving data base (MinistryPlatform ChMS).
- Reconciles credit card invoices in accounting software, MIP.
- Provides support for annual audit.
- Serves as back-up for processing payables and check preparation.

Payroll

- Processes bi-weekly payroll and maintains payroll information in Zenefits payroll software.
- Performs data entry for all transactions such as new hires, terminations, leaves of absence, benefits deductions, garnishments, etc.
- Reviews and audits payroll to ensure accuracy.
- Documents workflow and work procedures. Researches issues and problems as they arise.
- Keeps all employee benefit elections up to date in the benefit portal as well as within the HRIS system.
- Assists Director of Finance/HR in administration of employee benefits during open enrollment, and with new hires.
- Maintains filing and tracking systems and databases for Payroll and HR.
- Assists with HR projects.

Communication and Coordination

- Greets visitors to the department (including over the phone and in email).
- Coordinates with the contribution bank count volunteers to ensure supplies are available.
- Trains and provides assistance to the volunteers, as needed.
- Coordinates volunteer "thank you" and recognition activities.
- Processes and routes mail.
- Filing.
- Responds to staff and congregation inquiries.
- Contact for credit card usage and reconciliation.
- Communicates with employees, vendors, and members.
- Coordinates the Quarterly Contribution Statement process with Stewardship.
- Assists with the giving envelope mailing process.
- Develops and documents processes and procedures.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Associate's or Bachelor's degree preferred.

- 2+ years' experience in Accounts Payable and/or bookkeeping and payroll processing.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Accounting software experience required; MIP experience preferred.
- Proven inter-personal skills, including a strong customer service orientation.
- Excellent verbal and written communication skills.
- Attention to detail.
- Ability to maintain strict confidentiality and personal integrity.

PHYSICAL REQUIREMENTS

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.