



**Texas District of the Lutheran Church –
Missouri Synod**
Job Description/Ministry Role

Position Title:	Accounting Specialist
Hours:	40 Hours Weekly
Salary:	
Review Process:	Role and Performance Review Conducted Annually

A. ROLE DESCRIPTION/SUMMARY

1. Summary of the broad purpose of the position and its responsibilities/duties

Provides administrative and financial support to ensure efficient operations of the organization.

2. Reporting / Working Relationships

Reports to Texas District LCMS Treasurer.

3. Statement of Key Outcomes/Activities

- Oversee accounts payable process including invoice generation, payment execution and record retention in accordance with internal accounting procedures
- Manage vendor database and payment records
- Reconcile financial records, bank statements and subsidiary ledgers
- Communicate via phone and email with congregations and vendors with relation to day-to-day operations, transactions and special projects
- Support team during payroll processing and provide benefit management help when needed
- Manage payroll repayments of partner organizations
- Assist in adherence to tax requirements including maintenance of W-9 forms and 1099 annual filing
- Participate in month and year end close processes
- Oversee management of stale dated checks and unclaimed property
- Assist in fulfillment of departmental mailings
- Embrace other duties as assigned

B. ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCE

- Heart for Ministry
- Commitment and loyalty to the vision, mission, and goals of the Texas District LCMS
- Always operates with integrity
- Commitment to maintaining the privacy of sensitive and confidential information
- Excellent attention to detail, the ability to follow-up and remain organized while striving to achieve accuracy
- Strong computer skills, especially in data entry and intermediate knowledge of Microsoft Office programs
- A good level of communication and interpersonal skills, including the ability to work as a part of a team-oriented working environment
- Ability to independently manage and prioritize projects in conjunction with daily job functions
- Ability to adapt work practices to meet changing circumstances
- Experience in financial and or bookkeeping position