



Accounting Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Accounting Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Finance

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Financial Controller

CLASSIFICATION: Non-Ministerial

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for preparing Watermark's financial reporting and executing accounting and internal control processes.

POSITION RESPONSIBILITIES:

1. Weekly Duties
 - a. Execute weekly accounting processes including those for contributions, deposits, and accounts payable
 - b. Prepare weekly journal entries to be posted to the general ledger in Sage Intacct
 - c. Monitor church banking activity and facilitate check and ACH disbursements
 - d. Create weekly reporting of giving trends for church leadership
2. Monthly Duties
 - a. Execute month-end accounting close processes including those for journal entries, account reconciliations, and capital expenditures
 - b. Perform internal control procedures to ensure financial data is accurate and reliable
 - c. Prepare church financial reporting including ministry budget-to-actual expense analyses
3. Annual Duties
 - a. Execute year-end accounting close processes including those for financial statement issuance
 - b. Update fiscal year budget Excel templates for distribution to ministry and operational teams
 - c. Guide the collection, organization, and finalization of ministry fiscal year budgets
 - d. Participate in the annual external audit process and address requests timely
4. Ongoing/As Needed Duties
 - a. Research accounting areas for compliance, ensuring proper application and adherence to US GAAP
 - b. Support individual ministries and church members to address finance and budget related questions
 - c. Coordinate with the Director of Finance & HR on carrying out team projects and assessments
 - d. Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Bachelor's degree in accounting, finance, business administration, or a related field
- 2+ years experience in accounting
- CPA or working towards CPA preferred
- Strong Microsoft Excel and organizational skills
- Experience with Sage Intacct or similar general ledger system preferred
- Knowledgeable of accounting and financial matters
- Task and detail oriented
- Passion for biblical financial stewardship
- Friendly, hospitable, and quality communicator
- Flexible and adaptable

All employees' job descriptions are subject to change from time to time at the sole discretion of management.