



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date: 11/20/2019**

**Closing Date: Until Filled**

**Position Title: Finance and Accounting Generalist**

**Department/Division: Finance and Accounting**

**Job Type: Regular Full-Time, Non-Exempt**

**Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231**

**BASIC FUNCTION:** Work in the Finance and Accounting office of the Baptist General Convention of Texas (BGCT). Process mail containing checks and without documents to make out bank deposits. Perform payroll tasks as assigned in this document and by supervisor. Perform other duties as assigned.

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Open white mail daily; date stamp documents accurately.
- \*2. Verify amount of checks and documents match during processing and verify all checks are signed appropriately.
- \*3. Scan checks and related documents.
- \*4. Determine the receipt type. Follow procedures for making bank deposits and entering documents into system.
- \*5. Communicate with constituents to resolve issues timely and appropriately.
- \*6. Communicate with BGCT staff to resolve questions/concerns timely. Research issues raised by staff or constituents related to cash receipts and follow up with staff and other appropriate personnel as required.

**The following instructions apply when processing green mail and making a deposit:**

- \*7. Prepare a deposit; the deposit may consist of single or multiple batches. Each batch usually consists of 25 checks but may be more if it is the last batch.
- \*8. Set up new batches in the cash receipts system.
- \*9. Validate constituent information on gift form.

**Finance and Accounting Generalist**

- \*10. Validate correct GL coding on gift form and/or miscellaneous receipt form. Verify appropriate support is provided.
- \*11. Enter data from gift form/miscellaneous receipt form into a batch in the cash receipts system.
- \*12. Run a validation report of entered batch.
- \*13. Review/proof validation report for accurate data entry and verify projected amount is equal to the total amount.
- \*14. Attach documents to batch reports and file.
- \*15. Reconcile batch totals to deposit total.
- \*16. Run batch through AQ2 system.
- \*17. Run checks through electronic banking system.
- \*18. Assure deposit in banking system is in balance with checks scanned through CR system.
- \*19. Maintain and update written procedures for position.
- \*20. Attend training and other meetings as required.
- \*21. Work effectively with coworkers and other staff.
- \*22. Maintain clean and safe working environment.
- \*23. Maintain compliance with all BGCT policies and procedures and all state and federal laws.
- \*24. Perform other duties as assigned.

**Payroll Tasks:**

- \*25. Monitor and reconcile the general suspense accounts and payroll GL accounts each month.
- \*26. Reconcile Paid Time Off accrual each quarter.
- \*27. Monitor minister's housing to be sure FICA is not deducted.
- \*28. Process payroll changes as assigned for bi-weekly payroll.
- \*29. File all payroll related documents in compliance with legal requirements.
- \*30. Maintain complete confidentiality.
- \*31. Process payroll when required.

\*Task which is considered to be an essential and primary function of the job.

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**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Bachelor's degree in related field or minimum equivalent of two years of full cash receipts and payroll experience.
2. Active membership in a church supportive of BGCT during employment.
3. Ten keys by touch.
4. Excellent attention to detail skills.
5. Ability to maintain confidentiality.
6. Dependability, and ability to report to work and work as scheduled.
7. Ability to work for extended periods of time under minimal supervision.
8. Positive, helpful attitude and professional demeanor.
9. Ability to work occasional overtime as scheduled and approved.
10. Proficient ability to speak, read and write English.
11. Ability to speak clearly and convey information in face to face interactions; to articulate with accuracy on the telephone.
12. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
13. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
14. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
15. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
16. Excellent organizational skills; ability to multi-task.
17. Professionalism in the workplace to include professional and accurate communication with others.
18. Commitment to Christian principles and teachings both professionally and personally.
19. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Excel, Microsoft Word, Google email, and internet skills.
20. Ability to sit at a workstation and view computer screen for prolonged periods of time.
21. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

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The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

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**CONTACT:**                   **Human Resources**  
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**Texas Baptists is an Equal Opportunity Employer.**

**Finance and Accounting Generalist**