



**Staff Accountant**  
**NovusWay Ministries Job Description**  
(Part time, hourly, non-exempt)

***MISSION: To provide experiences for all people in God's creation that inspire faith, build relationships, and transform lives.***  
***VISION: Trusting in God's promises, lives are transformed to love and serve as a part of inclusive communities.***

NovusWay Ministries (NovusWay, Inc.) is a progressive and growing outdoor ministry of the Evangelical Lutheran Church in America located across the southeastern United States that includes the camps and conferencing centers of Lutheridge, Lutherock, Luther Springs and Lutheranch.

**Qualifications**

The Staff Accountant for NovusWay Ministries shall be a person committed to Jesus Christ and the church and dedicated to working in a church related organization. S/he shall have a growing understanding and appreciation for the unique ministry of church camp and conferencing centers. She/he shall have the ability to see the job as part of a ministry and to exhibit a commitment to teamwork with other employees. She/he shall have bookkeeping and/or accounting knowledge, skills and experience in working with people and in an office environment. The Staff Accountant needs to have a temperament that finds enjoyment in handling a variety of tasks and a work ethic that pays good attention to detail. She/he shall have a general knowledge of standard office equipment and experience with **FastFund** or other accounting software. Confidentiality and integrity are of utmost importance in dealing with employee and payroll matters. S/he shall be effective in working with volunteer staff, shall possess excellent people skills and practice Christian hospitality.

**Responsibilities**

The primary responsibilities of the Staff Accountant relate to routine monthly accounting data entry along with reconciliation to enable the production of accurate internal financial statements and for supporting the work of the ministry budget annual processes. She/he also has responsibility for timely recording by journal entry of weekly payroll financial data, supporting risk management training processes as assigned and assisting with ministry insurance claims. She/he reports directly to the Finance and Support Services Director but works with and provides information to other staff members and volunteers as needed. The Staff Accountant of NovusWay Ministries shall have the following specific responsibilities.

**Duties include, but are not limited to:**

- Coordinate production of monthly preliminary financial reports to include a Balance sheet and Income statement thru the following tasks:
  - Entry of daily and recurring General Journal Entries.
  - At least quarterly reconciliation of Campaign pledges and giving reports with the Development office records.
  - Invoicing the Lutheridge Residential Community every two months.

- Coordinate production of quarterly financial reports for Endowment funds to include a Fund Balance Report and board-related use of funds reporting.
- Reconciling all bank statements along with keeping clear documentation on the separation of restricted, operating and endowment funds. Working with the NovusWay CEO as he/she may have specific questions when each monthly bank statement is opened and checked.
- Maintaining various petty cash boxes and ministry credit cards for summer and year around needs. This includes reconciling, replenishing, and dispersing according to Administrative Office guidelines and internal standards.
- Responsible for weekly and monthly site budget reports to ED staff and directors to facilitate annual budget processes and communication of income and expenditures.
- Support the Finance and Support Services Executive Director by:
  - Being the secondary contact person at local bank(s), which hold NovusWay operating and restricted funds.
  - Assisting with internal controls for all financial related matters
  - Assisting with the annual budget development
  - Providing financial analysis and information when requested
  - Support cost accounting updates in coordination with the Director of Communication as they relate to registrants
  - Help with training and implementation of ministry wide risk management practices and internal policies
- Work with registration on the collection of past due balances. Keeping proper documentation and files on each A/Receivable.
- Responsible for timely recording of payroll data on a weekly basis from ADP or other report as received from HR support staff.
- Assist with functions such Property Insurance Claims, Annual Financial Audit, and annual Workers Comp Audits.
- Working with and supporting volunteers in the administrative office as necessary especially as they help to ease the work overload in the summer months.
- Performing other duties relating to the Business Office and the future needs of NovusWay Ministries.

**Due to proper audit guidelines the Staff Accountant may not deposit funds, does not write checks for NovusWay, nor may she/he sign NovusWay checks.**

### **Support**

An annual performance review shall be provided by the Finance and Support Services Director.

The Staff Accountant of NovusWay Ministries will be a member of various teams to help accomplish the role. For example, these may include but are not limited to the *NovusWay Staff Team, Summer Support Team, NovusWay Ministries Budget Team*.

### **Compensation and Benefits**

- The Staff Accountant will be a year around, part-time, non-exempt hourly position. The position is scheduled for 20 – 25 hours weekly, not to exceed 100 hours month unless approved by supervisor
- The Staff Accountant of NovusWay Ministries shall be a Level VII employee.
- This position is subject to all sick and vacation time as outlined in the employee handbook.
- This position does have the potential to be a hybrid position (50% remote/50% onsite).