



The American Church in Paris

65 Quai d'Orsay, 75007 Paris

Finance, Stewardship and Development Committee

CHURCH ACCOUNTANT/FINANCIAL ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

CHURCH ACCOUNTANT/FINANCIAL ADMINISTRATIVE ASSISTANT JOB RESPONSIBILITIES:

(Under the direction of the CHURCH FINANCE MANAGER)

Perform all the accounting operations for ACP and FACCP. Provide timely and accurate financial information to the Church Finance Manager for financial reporting, fiscal and internal budgetary purposes.

CHURCH ACCOUNTANT/FINANCIAL ADMINISTRATIVE ASSISTANT JOB DUTIES:

(Under the direction of the CHURCH FINANCE MANAGER)

Presently, the work to be performed includes but is not limited to:

Accounting:

- Perform general bookkeeping for both ACP and FACCP
- Take stock of source documents (bank statements, invoices, checks written, collection documents)
- Record donations and update donor contact data in the accounting system
- Record revenue activities including but not limited to rental invoices (as directed by the Business Administrator), wedding blessings (in cooperation with the Wedding Coordinator) and daily ads worksheets (in cooperation with the Receptionist)
- Confirm the required format for donor tax receipts, assist in finalizing the donor list (including amounts and mailing addresses), ensure accuracy of final documents and collate them for mailing along with any accompanying pastor letters before the tax deadline for 1905 and 1901 associations
- Assist with purchasing activities as requested by the Associate Pastors, Executive Secretary, and Business Administrator
- Record purchase activities and manage expense accounts
- Perform bank reconciliations
- Perform petty cash reconciliations
- Assist pastors in preparing their expense reports in accordance with French laws for documentation

- Write checks as enumerated on approved check request forms, copy checks and prepare for mailing, file and manage checks issued
- Ensure that ACP and FACCP are properly separated in the accounts based on guidelines established by the Church Finance Manager and FS&D Committee
- Monitor compliance with French fiscal laws and regulations for associations, based on guidelines established by the Church Finance Manager and FS&D Committee
- Prepare and maintain detailed records of all property projects including bidding process, allocation of total bid to all subcontractors, invoices received and paid by subcontractor and total project
- Assist the Church Finance Manager, FS&D Committee, Business Manager, and Executive Secretary in creating/updating the Finance and Administration Procedures Manual for the ACP and FACCP
- Maintain the supply of identified donor pew envelopes in cooperation with the Receptionist
- Maintain files of all Council and Congregational Meetings for fiscal and auditor requirements
- Manage external requests (received by post, email or telephone)
- Other ad hoc accounting tasks, as requested

Reporting:

- Report directly to the Church Finance Manager
- Prepare monthly closing and export of analytical balance in EXCEL table
- Prepare for and attend (in absence of the Church Finance Manager or upon request) monthly FS&D meetings
- Provide timely accounting information as requested by Senior Pastor, Church Finance Manager and the FS&D Committee
- Participate in the preparation of the annual budget (for ACP and FACCP) as requested by the Church Finance Manager and the FS&D Committee
- Correspond, coordinate and share financial information with the officers of the American and Foreign Christian Union, as requested by the Church Finance Manager and FS&D Committee

Qualifications:

- Valid French working papers are required
- Fluent in French and English
- 2 years of higher education (French Bac+2 or equivalent) in finance/accounting
- 2-3 years of professional experience in finance/accounting
- Experience in finance for an Association loi 1905 would be a plus
- Soft skills:
 - Rigorous, disciplined, reliable

- Team spirit, flexible
- Able to manage multiple priorities