

Position Title: Accountant  
Reports to: Executive Director  
Position Classification: Contracted or Part Time  
Basic Function: Performs and oversight for the accounting functions of the Foundation  
Works Direction: Works under the supervision of the Executive Director

Duties and Responsibilities:

- Coordinates and maintains financial records (e.g. payroll, accounts payable/receivable, deposits, bank reconciliations, monthly income and expense statements, account balances of the investors/depositors)
- Assists with budget preparation and monthly forecasts
- Ensures the timely submission of required reports to IRS, investors and Board of Directors
- Prepares reports and materials necessary for the annual audit
- Prepares required financial reports for the Board of Directors
- Maintains a working knowledge of DSWUM Foundation and relation to Conference and United Methodist Church as a whole
- Performs other related duties as assigned

Position Requirements:

- Excellent data base management skills
- Working knowledge of accounting software programs
- Good communication and organization skills
- Proficient in business English, spelling, punctuation and grammar
- Proficient in basic accounting and bookkeeping skills
- Detail-oriented and highly organized
- Knowledge of standard business machines and computers
- Professional maturity and judgement

---

This is a part-time position. Salary is negotiable, depending on qualifications.

Submit Resumes:

Anne Green  
[agreen@dsumf.org](mailto:agreen@dsumf.org)  
602-798-8202