

Concordia Lutheran Seminary
Accounting Services - Job Description



**CONCORDIA
LUTHERAN
SEMINARY**

1. The Position:
 - a. In general, the treasurer is responsible for all of the accounting functions at Concordia Lutheran Seminary. The range of services extend from posting and paying accounts payable to providing financial report to the Board of Regents.
 - b. Given the spectrum of responsibilities, the treasurer should have a professional accounting designation or equivalent training and experience.
 - c. Office space is provided at the seminary along with most equipment and supplies. Additional equipment as required can be provided.
 - d. The position will entail something between 700 and 1,000 hours per year. Currently a portion of the required work is performed offsite.
 - e. Financial records are prepared using QuickBooks and Microsoft Office. Knowledge of these programs would be desirable.

2. Some specific duties and responsibilities are:
 - a. Chart of Accounts:
 - i. The seminary uses the fund accounting method for accounting purposes. The major funds are operations, endowment, financial aid and missionary study centre.
 - b. Reporting:
 - i. A monthly report is issued to each department.
 - c. Budget:
 - i. An annual budget is prepared. Upon approval by the president, it is presented for approval to the Board of Regents.
 - d. Accounts Payable:
 - i. Supplier invoices are presented to the treasurer upon approval by the designated individual.
 - ii. Typically payments are made weekly.

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- e. Accounts Receivable:
 - i. Billings to students are made by the registrar. Information is then passed to the treasurer for entry. A monthly statement is provided the registrar.
- f. Donations:
 - i. Donations are received by the administrative assistant to the development officer. She enters these in the donations database and she provides the batch statements and donations to the treasurer for deposit.
- g. Payroll:
 - i. Continuing employees are paid by direct deposit effective the 10th and 25th of each month. Payments are made by direct deposit.
 - ii. Casual employees are paid when timesheets are received.
 - iii. The treasurer reports rates of remuneration and other detail to Worker Benefit Plan of Lutheran Church-Canada.
- h. Cash and Bank:
 - i. Cheques require two signatures. The treasurer has signing authority.
 - ii. The treasurer prepares monthly bank reconciliation.
- i. Board of Regents:
 - i. The treasurer reports to the board of regents at each meeting.
- j. Government and Other External Reporting:
 - i. The treasurer prepares T4 and T4A documents.
 - ii. The treasurer prepares the T3010 – charities return annually.
 - iii. Other reports are prepared and dispatched as required.
- k. Annual Financial Review:
 - i. The seminary follows the practice of obtaining a review engagement. The treasurer works with the audit firm appointed by the board of regents to complete this document.