

FIRST BAPTIST CHURCH SOUTH HILL
POSITION DESCRIPTION

FULL-TIME

ACCOUNTANT I

Financial Operations | Payroll | Reporting

POSITION SNAPSHOT

REPORTS TO Business Administrator	LOCATION First Baptist Church South Hill - Chesapeake, VA
EMPLOYMENT Full-time Hybrid schedule	SALARY RANGE \$65,000-\$75,000

OUR MISSION

Helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

Rev. Reginald Wise, Senior Pastor

WHO WE ARE

ABOUT FIRST BAPTIST CHURCH SOUTH HILL

First Baptist Church South Hill (FBCSH) is a vibrant, multigenerational church committed to helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

Rooted in our African American Baptist heritage, we are passionate about reaching people inside and outside the walls of the church and developing fully devoted followers of Christ. Anchored in John 10:10, we believe God has called us to be a church where people experience and live out the abundant life found in Christ.

THE ROLE

ABOUT THE POSITION

The Accountant I provides essential accounting and financial support for the church’s central financial operations. This role manages accounts payable, cash receipts, general ledger entries, reconciliations, payroll processing, and monthly financial reporting. The Accountant I ensures timely, accurate financial information and handles confidential payroll and financial records with professionalism and integrity.

KEY RESPONSIBILITIES

Financial operations, payroll administration, compliance, and ministry support

01 Process vendor invoices, vouchers, credit card statements, W-9s, vendor records, and 1099s.	07 File and pay federal and state payroll taxes; complete quarterly Form 941 and Virginia payroll reporting.
02 Post and reconcile Sunday Financial Reports, online contributions, contribution adjustments, and bank activity.	08 Prepare W-2s, reconcile payroll records, and complete year-end payroll filings.
03 Prepare general ledger entries, adjusting journal entries, and monthly financial statements.	09 Process 403(b) retirement contributions and track hours for ACA and retirement-plan compliance.
04 Reconcile bank accounts and research discrepancies.	10 Maintain fixed-asset schedules, depreciation entries, and year-end closing activities.
05 Independently process semimonthly payroll for salaried and hourly employees.	11 Support ministry leaders with budget monitoring and approved budget transfers.
06 Review earnings, deductions, taxes, benefits, and payroll changes for accuracy.	12 Perform special projects as assigned by the Business Administrator.

EXPERIENCE & FIT

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Accounting, Business, Finance, or a related field.
- Minimum 3 years of bookkeeping or accounting experience.
- Minimum 2 years of hands-on payroll processing experience.
- Experience with accounts payable, general ledger, reconciliations, and financial reporting.

PREFERRED QUALIFICATIONS

- Experience using Paycor or PayDay payroll systems.
- Experience processing payroll for both salaried and hourly employees.
- Nonprofit or fund accounting experience.

SKILLS & COMPETENCIES

The technical, relational, and ministry-centered capabilities needed to thrive in this role.

• Knowledge of federal and state payroll tax requirements (Forms 941, W-2, W-3).	• Strong written and verbal communication skills.
• Proficiency with computerized payroll/accounting systems and Microsoft Office Suite.	• Personal integrity, sound judgment, confidentiality, and professionalism.
• Strong analytical, reconciliation, and problem-solving skills.	• Commitment to the mission and values of First Baptist Church South Hill.
• High accuracy, organization, and ability to manage multiple deadlines.	• Demonstrates a meaningful and growing relationship with Jesus Christ.

MISSION ALIGNMENT

This position combines financial excellence with ministry stewardship - requiring both professional competence and a demonstrated commitment to the mission and values of First Baptist Church South Hill.

HOW WE SERVE

CORE TEAM VALUES

The behaviors and commitments that shape how we serve together.

Die to Self God’s will, God’s way, not ours.	Integrity We walk our talk.	Servant Leadership We lead by serving, not commanding.
Compassion We see something, feel something, and do something.	Innovation We don’t react to the future - we create it.	Passion We go for the lost at all cost.
Love We love God, we love our families, and we love people.	Excellence We give God nothing less than our very best.	Sower We put our money where our ministry is.
Honor We value people over programs.	Impact We work to make a difference, not just a living.	Prayer We pray about everything before we attempt anything.

COMPENSATION & BENEFITS

SALARY RANGE

\$65,000-\$75,000

- Competitive salary commensurate with experience & education
- Medical, dental, and vision insurance
- Retirement plan
- Work technology provided (e.g., laptop)
- Paid time off, holidays, and sick leave

WORKING CONDITIONS

- Hybrid schedule with on-site work at First Baptist Church South Hill in Chesapeake, VA.
- Workload may increase during payroll cycles, month-end close, year-end close, audits, and tax deadlines.
- Routine access to confidential financial and payroll information.