



Employer overview:

The American Church in Paris (ACP), a French 1905 association, is the first American church established outside of the United States. A separate French 1901 association, the Franco-American Community Center of Paris (FACCP), operates alongside ACP and carries out non-religious activities. Located on the quai d'Orsay since 1931, this congregation is an interdenominational and international Christian community whose mission is to provide a place of English language worship in the American Protestant tradition, and to engage in ministries and services that enrich the lives of residents and visitors in Paris.

Church Accountant Job Responsibilities:

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

Church Accountant Job Duties:

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

- Perform general bookkeeping for both ACP and FACCP
- Take stock of source documents (bank statements, invoices, checks written, collection documents)
- Establish the required format for donor tax receipts, and prepare them for mailing by the tax deadline for 1905 and 1901 associations
- Ensure that ACP and FACCP are properly separated in the accounts based on guidelines established by the Church Finance Manager and Finance Committee
- Record purchase activities and manage expense accounts
- Record donation and revenue activities
- Perform bank reconciliations
- Manage checks issued
- Prepare monthly closing and export of analytical balance in EXCEL table (reporting),
- Monitor compliance with French fiscal laws and regulations for associations
- Manage external requests (received by post, email or telephone)
- Other ad hoc accounting tasks, as requested



Reporting:

- Report directly to the ACP Finance Manager
- Attend monthly finance committee meetings and provide timely accounting information to the senior pastor and finance committee chair and vice-chair, as requested by the Finance Manager and the Finance Committee
- Participate in the preparation of the annual budget (for ACP and FACCP) as requested by the Finance Manager and the Finance Committee
- Correspond, coordinate and share financial information with the officers of the American and Foreign Christian Union, as requested

Qualification, Skills and Experience:

Level of Autonomy: This position requires autonomy in the day-to-day management of the tasks to be performed.

Education: Minimum 4 year degree (Bac +4) in accounting

Skills and Experience:

- Approximately five (5) years of proven accounting experience in an autonomous environment
- Strong sense of responsibility, time-management, service and professionalism
- Attention to detail and adherence to deadlines
- Confidentiality with respect to all association and donor information
- Financial planning and analysis experience
- Knowledge of French financial reporting requirements for associations
- Prior experience accounting for associations is a plus

Language Skills: Ability to communicate effectively in either English or French, both verbally and in writing, with all employees of the organization as well as with external parties.

Computer Competency, including basic software (Word, Excel, Powerpoint) and online programs. Capability to quickly learn other software used by the Church (SAGE, EMS Lite).

Support of the mission and values of the Church: Our congregation is an interdenominational and international Christian community whose mission is to bear witness by word and deed to the love of God as revealed in Jesus Christ, to provide a place of English language worship in the American Protestant tradition, and to engage in ministries and services that enrich the lives of residents and visitors in Paris.