



JOB TITLE: DIRECTOR OF ACCOUNTING

REPORTS TO: DIRECTOR OF OPERATIONS

JOB PURPOSE:

The primary objective of this role is to manage all aspects of accounting, provide financial analysis to aid the Director of Operations, Executive Pastor and Elder Board in decision making and maintain the highest level of integrity and discretion personally and within the department. The Director of Accounting will also serve the Lord's church by teaching and encouraging all staff to develop their skills and have good working knowledge of accounting policies and standards.

THE IDEAL EMPLOYEE WILL:

- Display a personal relationship with Jesus Christ
- Possess a commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Be well organized and detail-oriented
- Display an ability to maintain confidentiality
- Exercise discernment and maturity, reflecting a Godly spirit
- Function well with co-workers, treating them with honor and grace
- Embrace a strong work ethic, working well with minimal direction
- Reflect a commitment to personal growth and innovation
- Maintain a customer service attitude at all times
- Clearly communicate existing policies through consistent application

QUALIFICATIONS:

- BS Degree in Accounting or Finance related field
- 5+ years of Finance/Accounting experience
- Proficiency in MS Office programs and use of accounting software
- Shelby experience a plus

DUTIES AND RESPONSIBILITIES:

- *Oversight of Accounts Payable and Contributions*
 - Review transactions for accuracy and compliance with IRS regulations
 - Develop proper controls and safeguards to protect church assets and ensure consistency of financial transactions
 - Maintain a high standard of integrity and compliance within the department
 - Coordinate with Human Resources to ensure compliant Payroll processes

- Be aware of industry trends, products and services and identify new opportunities for accounting process improvement
- *Monthly Accounting Close and Reporting*
 - Perform timely closing of the books each month to facilitate informed decision making by church leadership
 - Provide high level reporting of cash position, budget versus actual revenue and expenses, and balance sheet to the Executive Pastor
 - Provide quarterly dashboard for the Elder Board
 - Oversee financial reporting provided to each ministry
- *Annual Budgeting*
 - Lead the ministries in developing annual budget plans
 - Project contribution funding
 - Compile all budget data and make recommendations
 - Work closely with the Director of Operations to develop final numbers and presentation for Board approval
- *Financial Management, Filing, and Compliance*
 - Manage all aspects of working capital including cash flow, capital financing and working capital ratios to maintain bank compliance
 - Ensure proper filing of annual and quarterly taxes
 - Coordinate with outside firm and prepare financial records to conduct annual audit
 - Maintain positive working relationships with outside accounting consultant, bank and financial institutions
- *Supervise Accounting Staff*
 - Provide training and development opportunities for accounting staff
 - Review performance annually
 - Ensure proper cross training of employees
 - Assign projects and direct workflow as needed
- *Special Projects*
 - Projects may be assigned by the Director of Operations or may be self-initiated

JOB STATUS:

- Full-Time (40 hours)
- Employer paid benefits (including medical and dental)
- Exempt