

# NORTH HEIGHTS

Position Description for

## **Accounting Lead**

**Title:** Accounting Lead

**Reports to:** Senior Director of Finance and Administration

**Minimum Qualifications:** Four-year degree in accounting or related field or eight years of relevant experience

**Employment Status:** Non-Exempt Hourly

**3 Imperatives:**

- All financial records and reporting are accurate, complete, and can be successfully audited
- Accounting records are timely and understandable
- Cross trained in Accounts Payable and Payroll and Benefits

**Summary of Position:**

Has primary oversight responsibility for the operational activities of the accounting department

**Examples of Duties:**

- Maintains appropriate and accurate financial records
- Operational oversight of Accounts Payable and Accounts Receivable activities
- Operational oversight of payroll processing and benefits
- Oversees tax reporting and filing for payroll withholding
- Oversees contribution records
- Oversees additional accounting operations as needed
- Assists in working with outside auditors
- Assists in the preparation of the church budget
- Performs other duties as assigned

**Outcomes required from this position:**

- All financial records and reporting are accurate, complete, timely, and can be successfully audited
- All cash and bank balances are reconciled monthly
- Statutory payroll reporting accurate, complete and timely
- Records are complete and assistance provided during annual audit

## **Knowledge, Skills, and Abilities:**

### **Required:**

- Demonstrates a Spirit-filled life with many of the gifts of the Spirit evident and in operation
- Proficiency in generally accepted accounting principles, including experience in a nonprofit environment
- Proficiency with, or ability to learn, Shelby Systems financial modules
- Ability to delegate tasks to and manage accounting staff
- Ability to multi-task effectively
- Strong inter-personal skills
- Ability to communicate effectively verbally and in writing, in English
- Ability to train and mentor
- Proficiency in Word and Excel

### **Optional but desirable:**

- Experience working in a church financial environment
- Experience supervising a multi-person staff
- Experience with payroll processing and reporting