

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: Full time, 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