



Position Description for
Accounting Manager

Title: Accounting Manager

Reports to: Senior Director of Finance and Administration

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

Employment Status: Exempt

Summary of Position:

Has primary oversight and supervisory responsibility for the operational activities of the accounting department and clear checks and balances

Imperatives:

- All financial records and reporting are accurate, complete, and can be successfully audited
- Accounting records are timely and understandable
- Accounting staff is trained and supported

Examples of Duties:

- Maintains appropriate and accurate financial records
- Operational and supervisory oversight of Accounts Payable and Accounts Receivable activities
- Operational and supervisory 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
- Assist in, or prepare monthly financial statement
- Generate donor receipt acknowledgement
- Performs other duties as assigned
- Assist in Human Resources management

Outcomes required from this position:

- 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:

- Certified Public Accountant (CPA)