

Accounting Manager Job Description

Date: 03/14/2025

Objective/Summary:

The accounting manager will be entrusted with the oversight and management of all aspects of bookkeeping and implementing processes and procedures. The Accounting Manager is expected to encourage, celebrate and strategically collaborate with Ministry Teams. As a member of the staff of The Link Church, the Accounting Manager is expected to embody The Link's vision, mission, and goals at all times.

Essential Functions:

The Accounting Manager will participate in accounting department tasks and oversee the recording, tracking, and reporting of financial information. Training and motivating staff members on policies and procedures is an expectation for this position. The Accounting Manager should continually develop and implement department controls and procedures to ensure that the department operates efficiently without sacrificing accuracy. The accounting manager will maintain accurate and complete financial records and participate in audits or reconciliations as needed. Continually assess reports for management, members, staff, and external parties, such as vendors or lenders.

Essential Skills:

- **Manage Details**– Pay attention to small and important information and can proactively manage it into systems and processes to achieve the big picture.
- **Organize Effectively**– Prioritizes works and stewards time, energy, and resources in a way to accomplish goals in a timely manner.
- **Multitask**– Effectively deals with more than one task at the same time. Keep track of information, timelines, and execution of multiple tasks simultaneously in a timely manner.
- **Be Flexible or Adapt to Change**– Willing and able to change and/or accommodate in response to changing circumstances or expectations.
- **Ensure Accountability**– Holds others, and self, accountable to meet expectations. Is able to lean into difficult conversations with grace and a humble spirit.
- **Communicate Effectively** – Exchanges information, both verbally and non-verbally, among individuals, groups or ministry teams to achieve clear understanding of the message.

Required Education, Experience, and Membership:

- Full membership within The Link Church or willing to become a member
- Microsoft Office
- QuickBooks
- Accounting/bookkeeping experience

Additional Skills/Traits:

- Problem Solver
- Attention to Detail
- Organized
- Strong Work Ethic

Reports to: Senior Pastor

Job Status:

- Exempt (not eligible for overtime)
- Part-Time (Less than 30 hours/week)
- Salaried

Physical Job Requirements:

Light lifting, occasional walking, frequent sitting

Schedule:

Daytime hours

Interacts with:

Staff, volunteers, vendors, and financial institutions

***Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.