ABC Community Church

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| **Job Title** | **Accounting Manager** |
| Position reports to:Salary range:Exempt Status: | Business Administrator$XX,000 – $XX,000Full-Time/Exempt |
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| **Position Overview** |
| Responsible for the day-to-day management of the accounting office, including the budgeting process, accounting procedures and purchasing activities. |
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| **Principal Accountabilities** |
| * Works with business administrator on the development of the annual budget.
* Facilitates the annual budgeting process with department managers and makes budget recommendations to senior pastor and business administrator.
* Facilitates monthly budget review committee and reports budget variances.
* Supervises accounting employees and ensures accurate records of all accounts payable and member contribution records.
* Ensures all church purchases are procured at the lowest possible prices.
* Facilitates payroll process and ensures timely, accurate payments to employees.
* Submits year-end tax documents to employees, contractors and distributes member contribution statements.
* Supervises bookstore manager and ensures positive revenues from bookstore products.
* Takes responsibility for reconciliation process and resolution of reporting issues.
* Coaches, mentors and develops accounting staff and encourages continuing education and skill development.
* Oversees offering-counting volunteers and ensures adherence to appropriate cash-handling policies and procedures.
* Solicits feedback from all user groups and develops improvement plans based on feedback.
* Takes responsibility for, and adheres to, departmental budget.
* Performs other duties the business administrator requests.
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| **Job Skills Required** |
| * 3-5 years of related experience in a church or nonprofit setting
* Experience creating and presenting board reports
* Working knowledge of church tax law
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| **Educational Requirements** |
| * Accounting degree, CPA preferred
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Updated: 7-10, 7-11, 7-12

Updates Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_