ABC Community Church

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| **Job Title** | **Accounting Manager** | |
| Position reports to:  Salary range:  Exempt Status: | | Business Administrator  $XX,000 – $XX,000  Full-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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_