



## **JOB DESCRIPTION**

### **Accounting Manager**

**Campus: All Campuses**

**Ministry Area:** Administration/Finance

**Ministry Position:** Accounting Manager

**Time commitment:** 40 hrs/wk; full-time, salary exempt

**Reports to:** Monika Kirbawy, Controller

### **Position Overview**

The Accounting Manager will manage the general ledger, including accounts payable and cash receipts. The Accounting Manager will work with the Controller on carrying out the accounting functions within the department and will provide financial support to all campuses of Grace Church.

### **Essential Job Function**

- Manage the general ledger, including reconciling accounts, posting journal entries and providing analysis
- Assist with coordination and preparation of annual ministry operating budgets
- Prepare internal and external financial reports by gathering and analyzing information from the general ledger system and from departments
- Management of accounts payable
- Management of accounts receivable
- Prepare Donor acknowledgement letters and year-end contribution statements
- Provide online giving support
- Assist with developing and scheduling Counting Team volunteers
- Giving campaign pledge tracking, donation analysis & reporting
- Create and analyze financial / giving reports from church management system
- Work with ministries for pre-event/trip budgeting to help set a cost and develop a budget
- Provide other accounting support, including the recording of mortgage principle, tax liabilities, depreciation, payroll, and sales and rental revenues
- Assist with maintaining financial records and reporting systems
- Assist with developing and implementing essential financial processes to maintain and strengthen internal controls
- Review contracts and prepare invoices when necessary
- Willingness to complete special project and analysis requests by Executive Team
- Other administrative duties as assigned by Controller

### **Sensitive Information Disclosure**

- Contributions and Payroll

**Technical Requirements:**

- Bachelor's Degree in Accounting or Finance preferred
- Proficient with Excel, MS Word and Office (including Outlook)
- Understanding of accounting systems and principals
- Willingness to learn website updating and maintenance; Blackbaud/Financial Edge, Church Community Builder, Square, etc.
- Acute attention to detail
- Ability to multitask, prioritize and meet deadlines

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

**General Requirements**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Have attended or is in the process of attending the campus introduction classes to complete within six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Can keep confidences and work within a team environment.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Can maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Must be willing to perform other duties as required in a spirit of servitude.

**Measured by**

- 30/60/90-day new hire review by the Controller.
- Annual Review by the Controller.
- Input from staff and volunteers.