

Montgomery Community Church Position Description

- Title:** Accounting Director
- Classification:** Director, Hourly, Part-Time. Up to 28 hours per week
- Benefits:** As indicated in the Employee Handbook
- Purpose:** In conjunction with the Finance and Operations Director, oversee and direct the accounting operations of MCC including but not limited to General Ledger, Asset Management, Financial Reporting and Analysis, Financial Systems, Tax and Compliance, and Supervision of Staff.

Responsibilities:

A. Vision, Values, and Strategies

- 1) Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, families, and lay leadership.
- 2) Foster high levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member's giftedness and unique abilities.
- 3) Proactively grow and develop leadership gifts through training opportunities.

B. General Ledger

- 1) Maintains Chart of Accounts for the church and related ministries.
- 2) Ensures proper and consistent postings to all accounts.
- 3) Prepares and posts both standard and adjusting general journal entries.

C. Asset Management

- 1) Reconcile cash and investments monthly and resolve reconciling items in a timely manner.
- 2) Oversee the receipt and sale of investment securities contributed to the church.
- 3) Ensure that all donated assets are used for their intended purpose.

D. Financial Reporting and Analysis

- 1) Prepare and distribute financial statements for lay leadership and staff to support budgeting and the congregation annual report.
- 2) Perform monthly reviews comparing actual financial results to budget, and reports variances to appropriate staff and the Finance and Operations Director.
- 3) Provide analysis and assistance to prepare operating and capital budgets each year.
- 4) Oversee all accounts, ledgers, sub-ledgers, and reporting systems ensuring compliance with appropriate accounting rules.

- 5) Direct the year-end closing of the financial records and annual audit performed by an outside accounting firm.

E. Financial Systems

- 1) Recommends new or revised accounting policies and develops and maintains accounting procedures.
- 2) Monitors accounting operations to ensure that policies, procedures, and internal controls are being adhered to by all staff and report noncompliance findings to the Finance and Operations Director.
- 3) Train staff on policies, procedures, and internal controls.

F. Tax and Compliance

- 1) Review and ensure that all Federal and State and nonprofit tax reporting requirements are met.

G. Supervision

- 1) Supervise, train, and coach assigned staff to implement and effectively accomplish the work of the ministry assigned.
- 2) Conduct performance reviews at least annually and create professional development plans for each direct report.

H. Financial Management

- 1) Annually provide input and assist with the creation of operating and capital budgets.
- 2) Understand and operate within church policies and processes regarding all financial transactions of the church.

I. Other

- 1) Proactively grow and develop leadership gifts through training opportunities.
- 2) Other duties as assigned.

Performance Expectations:

- A. Ensure financial systems perform accurately, and information will be available in a timely manner.
- B. Staff and lay leadership will feel supported and have the information needed for effective financial decision making.
- C. Able to uphold MCC's Vision, Values and Beliefs. Prefer MCC Attender or Member.

Qualifications:

A. Knowledge and Experience

1. Bachelor's Degree in Accounting preferred.
2. At least two years' experience as a financial analyst or staff accountant.
3. Aptitude to learn financial software.

B. Skills

Highly organized, detail oriented with the ability to manage multiple projects.

Excellent communication skills

Proficient in Excel, Word, PowerPoint, and working knowledge of Blackbaud, Realm, and Paycom.

Ability to handle confidential information.

Professional demeanor while working with a teachable heart, good attitude, and unified spirit.

C. Spiritual Gifts

Administration

Reports to: Finance and Operations Director