

Montgomery Community Church Job Description

- Title:*** Accounting Director
- Classification:*** Director, Full-Time. Modifications can be made to make this a part-time position, 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 including but not limited to General Ledger, Asset Management, Financial Reporting and Analysis, Accounts Payable and Receivable, and Supervision

Responsibilities

General Ledger

- Maintains Chart of Accounts
- Ensures proper and consistent postings

Asset Management

- Reconcile cash and investments monthly
- Ensure all donated assets are used for intended purpose

Financial Reporting and Analysis

- Prepare and distribute financial statements
- Perform monthly reviews
- Provide analysis and assistance to prepare operating and capital budgets
- Oversee all accounts, ledgers, sub-ledgers, and reporting systems ensuring compliance with appropriate accounting rules
- Direct the year-end closing of the financial records and annual audit performed by an outside accounting firm
- Ensure that all Federal, State, and nonprofit tax reporting requirements are met

Accounts Payable and Receivable

- Process check requisitions and credit card charges
- Process all donations
- Work with staff to ensure submitted records meet IRS requirements

Supervision

- Supervise, train, and coach assigned staff to implement and effectively accomplish the work of the ministry assigned
- Train staff on policies, procedures, and internal controls
- Build ministry capacity through recruitment and training of volunteers

Performance Expectations

- Ensure financial systems perform accurately, and information will be available in a timely manner

Vision, Values, and Strategies

- Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, families, and lay leadership
- Proactively grow and develop leadership gifts through training opportunities

Qualifications

Knowledge and Experience

- Bachelor's degree in accounting preferred
- At least two years' experience as a financial analyst or staff accountant
- Aptitude to learn financial software

Skills

- Highly organized, detail oriented with excellent communication skills
- Proficient in Excel, Word, PowerPoint, working knowledge of Blackbaud
- Ability to handle confidential information
- Professional demeanor while working with a teachable heart and positive attitude

Spiritual Gifts

- Administration

Reports to Finance and Operations Director