

# Position Description

Mountain Christian Church

## Accounting Manager

### Purpose of Mountain Christian Church

To make disciples, more and better disciples

### Goal for Mountain Staff

To have a team that is good at what they do, loves what they do, and loves the people they're doing it with.

### Purpose of the role

Oversee Accounting operations for the church and manage workflow of the Finance Team.

### Principle Function

This role serves as a connection point for the church staff to the Finance Team in providing guidance on financial policies. It provides oversight of the Accounting and Finance functions.

This position is a full-time position that works 40 hours per week and is classified as an exempt position.

### Role Level

X	<b>Team Leader I</b> (a person who leads Team Members)
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### Role Association

x	<b>Ministry Support Team</b> , serving broadly in support of all campuses.
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### Competencies

All Team Members should be able to:

- **Communicate well.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office)
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between “urgent” & “important” tasks & relationships.

All Team Leaders should be able to:

- **Develop people.** This person must create an environment of high invitation and high challenge where those under their leadership are supported, valued, equipped, and called forward in their discipleship journey and vocation.
- **Build teams.** Invite, assimilate, equip, edify, and transition people into meaningful ministry roles. This requires the ability to delegate.
- **Lead from here to there.** This person must be able to see a vision of where the team needs to go, assess the reality of the current situation, and make and execute a plan to get from where we are now to where we want to be. This requires problem solving, creativity, strategic thinking, managing change, risk-taking, care for people, and wisdom.
- **Identify & communicate ministry-specific values/vision/processes/systems.** The leader must establish direction and goals for their specific ministry and create the structures that help support the vision and its execution. This requires critical thinking across micro and macro levels of the ministry to create processes to make ministry happen.
- **Evaluate & improve.** Evaluate all aspects of ministry, systems and staff and give edifying feedback that leads toward improvement. This includes conducting staff performance evaluations.
- **Deal with conflict & lead through tension.** This person must have a keen sense for when something is “off” or “smells funky” and be willing to engage. They should have a knack for diffusing tension, helping

people refocus on what matters, and building unity amidst a diversity of people. This person must protect the mission from conflict and tension that sap energy and distract from the main thing.

- **Manage ministry budget & allocate resources.** Manage and allocate financial and human resources within boundaries.
- **Stay organized.** This is a multi-faceted position that demands multi-tasking. This person must be able to prioritize and manage time and resources well.

The following competencies are specific to this role:

- Minimum of 5 years of relevant experience in Accounting.
- Bachelor's degree or higher in Accounting, Business or related field. CPA is preferred.
- Knowledge of general accounting principles and practices.
- Intermediate knowledge of all facets of financial control principles, procedures, applicable non-profit regulations and laws.
- Demonstrates ability to research, interpret and apply new legislation and regulations.
- Ability to identify, analyze and resolve complex, multifaceted problems.
- Intermediate proficiency in Microsoft Office Suite software, particularly Excel.
- Experience with Accounting systems (currently using Sage Intacct, Martus and Ramp).
- Excellent oral and written communication skills.
- Demonstrates the ability to maintain confidentiality.
- Ability to lead a team well
- Strong time management skills; the ability to work under pressure; strong analytical and problem solving skills; attention to details and deadlines.
- Non-profit experience preferred

## Responsibilities

As Team Leader, this person is responsible for:

- Excellent communication with their team members, casting vision, clarifying expectations, measuring progress, cultivating culture, setting and accomplishing goals, maintaining alignment with the mission and values, and developing the people in their area.

More specifically, this person's responsibilities are as follows:

- Create, modify and communicate financial policy
- Stay educated on church tax law, communicate pertinent info as needed for compliance
- Management of MCC Finance Team functions including Accounting, Budgeting, Giving, and Accounts Payable/Receivable functions
- Responsible for Accounting and Finance systems, maintaining accuracy and internal controls, and optimizing for efficiency
- Manage month end close process (accrual basis)
- Prepare financial reports and statements for Elders and Leadership team
- Implement stewardship initiatives created by leadership for church growth
- Direct involvement with annual audit
- Lead annual budget process and budget analysis
- Oversight of multiple bank and investment accounts
- Lead Finance team meetings and attend all staff meetings

Oversight and support:

- Bank reconciliation
- Reconciliation of credit card and vendor statements
- Credit card administration
- Donations and giving
- Electronic event/registration payments
- Bank deposits
- Monthly journal entry adjustments
- Accounts payable process
- Employee reimbursements
- Fulfill other responsibilities and tasks as assigned.

## Hours/Compensation/Benefits

- Salary: \$75,000-\$85,000
- Excellent benefits package including 5 weeks paid time off and 10 paid holidays.
- Eligible for medical, vision, and dental benefits (single, husband/wife, employee/child, and family) starting the first day of the following month after date of hire
- 403B plan with employer match after 4 years

- Option to contribute to the employer's 403B plan
- Paid basic life, AD&D, and long-term disability insurance
- Option to purchase additional life and AD&D insurance