



JOB DESCRIPTION

Title:	Accounting Director
Department:	Operations
Reports To:	HR & Finance Lead
Pay Status:	Full Time - Hourly with Benefits
Exemption Status:	Non-Exempt

General Summary and Objective: Help others to Live and Love like Jesus by overseeing receivable and payable processes, supporting and equipping staff with expense and budget tracking, and resourcing and equipping Crossroads members and staff related to financial giving opportunities and trends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain oversight of accounting processes, controls, and reporting including general ledger accounts payable, accounts receivable and capital expenditures. Prepare variance reports and monitor variances between budget and actual spending by department.
- Daily management of operating account and accounting software to make sure transactions are recorded in General Ledger
- Oversee the process of receiving, depositing, and dispensing of all Church offerings and designated gifts
 - Verify checks & call members with questions as needed
 - Reconcile online payments via e-giving and Stripe
 - Record contributions of cash, non-cash and checks into member giving records
 - Verify electronic gifts posted to giving records via Planning Center
 - Send out thank you letters for Memorial Gifts
- Disbursements for Expenses
 - Support employees & volunteers who input invoices and credit card charges
 - Compare and reconcile invoices to purchase orders and other data
 - Enter invoices for Operations Department and as needed support other departments
 - Credit card transactions receipt review and Expense Report (monthly). Provide other reports for employees or vendors as needed

- Reconcile Credit Card Statements and Vendor Statements
- Process accounts payable disbursements on a weekly basis
- Maintain vendor files for easy access. Oversee a preferred and secondary vendor list to be used for purchasing by the Church
- Process petty cash disbursements
- Collaborate and assist with the Finance Lead and the Stewardship Team in developing the annual Church budget, including evaluations of cash flow projections. Aid any committee or employee in developing their ministry's budget.
- Supervision of the Stewardship Team volunteers
 - Work with volunteers and staff to ensure gifts are properly received and reported
 - Oversee volunteers and staff in disbursement of funds, including the Scholarship Committee and Stewardship Team.
 - Connect with the HR Generalist to obtain needed information regarding salaries, wages, and benefits.
- Prepare and provide monthly, quarterly, semi-annual, annual financial reports, and monthly metrics dashboard for the Stewardship Team and Elders

Additional Responsibilities:

- Maintain chart of accounts and activity codes and records of church transactions
- Management and application for credit cards
- Maintain files and data retention related to finance and accounting ensuring confidentiality in a secured, locked area
- Back train in certain duties with the HR Specialist to assist with vacations and redundancies
- Performs other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity and ethics
- Bachelor's degree in accounting, finance, or business administration
- Minimum 3-5 years of experience in finance or accounting with a preference for non-profit accounting and Sage Intacct experience.
- Ability to convey a positive professional image and to maintain confidentiality
- Ability to read, analyze, and interpret financial reports, and legal documents
- Ability to respond to common inquires or complaints from members, regulatory agencies, or members of the business community
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, including concepts of basic algebra

- Demonstrated capacity to lead and administrate

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is a full time 40 hours per week position. Typical working hours are Monday to Friday 8 am-5 pm. Occasional evening or weekend hours are required to attend stewardship team meetings or for churchwide events.

Travel

This position will have some domestic and local travel for training, retreats, and errands (bank, post office, etc).

September 13, 2024

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.