

FREMONT COMMUNITY CHURCH
Home of Christian Community Schools

JOB DESCRIPTION

TITLE: Accounting Manager
MINISTRY AREA: Accounting
REPORTS TO: Executive Business Administrator
FLSA: Exempt
STATUS: Full-time

SUMMARY: The Accounting Manager is to be a born again believer who exemplifies a strong walk with the Lord. The Accounting Manager reports directly to the Executive Business Administrator and oversees the accounting function of Fremont Community Church, including Christian Community Schools. As an official member of Fremont Community Church, the Accounting Manager is required to operate according to the Operating Philosophy Statement, policies formulated by the Board of Elders, and guidelines formulated by the Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the entire ministry's accounting processes consistent with generally accepted accounting principles (GAAP) including general ledger, accounts receivable, accounts payable, cash receipts, fixed assets, consolidation of financial records and provision of accurate financial reporting;
2. Supervise, train and mentor a staff of accounting specialists to insure integrity of all accounting functions;
3. Prepare or review month-end journal entries, perform balance sheet account reconciliations and administer month-end closing procedures;
4. Reconcile the general ledger accounts and bank accounts in a timely manner;
5. Provide accurate and timely monthly financial reports;
6. Manage the various general operating funds of the church by monitoring bank balances, reserve balances and cash flow, including performing or overseeing necessary deposits, reconciliations, bank interactions, and requesting fund transfers in a timely manner;
7. Maintain fixed asset and depreciation schedules;
8. Develop and ensure adequate controls for handling finances and financial records, including the development, revision and documentation of accounting policies and procedures;
9. Work in cooperation with the Human Resources Manager and Payroll Specialist to perform payroll functions such as posting to the general ledger, fund management to meet all payrolls, and reporting of tax information;
10. Oversee or perform the tracking and reporting of contributions through reports and giving statements, as well as processing non-cash charitable donations, including stock gifts;
11. Direct the year-end closing of financial records and assist in the annual audit performed by an outside accounting firm;
12. Actively assist the Executive Business Administrator in budget preparation and performance-to-budget analysis;
13. Assist the Executive Business Administrator in providing any information about the finances of the church that may be needed to conduct the ministry in a timely manner, including performing periodic and special reporting and analysis of the financial position of the organization as requested by the Management Team and Elders;
14. Maintain good client relations with church and school ministry families, as well as volunteers;
15. Maintain strict confidentiality due to the nature of the matters frequently handled

This job description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities.

KNOWLEDGE, SKILLS, & ABILITIES:

Excellent verbal and written communication skills required
Ability to communicate accounting concepts with technical and non-technical/entry-level through executive-level audiences
Broad knowledge of accounting software systems; demonstrated aptitude for learning new technologies
Demonstrated ability to manage multiple concurrent tasks
Service/support orientation

MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS:

Bachelor's Degree in Finance or related field with equivalent certification and experience
2+ years full-charge bookkeeping with supervisory experience
Microsoft Excel, advanced level
Experience with non-profit and/or fund accounting preferred
Microsoft Office/Outlook preferred

PHYSICAL REQUIREMENTS:

This position requires visual acuity and manual dexterity sufficient to operate standard office equipment. The employee must be able to lift and/or move up to 10 pounds.