

Life Changers International Church Job Description

Job Title: Accounting Supervisor
Department: Accounting
Reports To: COO
Date Rev: March 2017

Summary / Objective

Manage accounting department providing information, primarily financial in nature, about all accounting activities that will assist management and other users in making educated economic decisions about the Church's future.

Management

- Manage the monthly close process to achieve reporting goals
- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

Transactions

- Ensure that invoices (accounts payable) are paid in a timely manner
- Ensure that all outstanding receivables (accounts receivable) are collected promptly
- Ensure that payroll is processed accurately and in a timely manner
- Ensure that periodic balance sheet reconciliations are completed in a timely manner
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

Reporting & Compliance

- Issue timely, accurate and complete financial statements
- Help lead the production of the annual budget and quarterly forecasts
- Coordinate the provision of information to external auditors for the annual audit
- Monitor and manage cash levels daily

- Comply with local, state, and federal government reporting requirements and tax filings

Requirements

- Proven working experience as a Supervisor
- 4-7+ years of overall combined accounting and finance experience
- Bachelor's degree in Accounting
- CPA, CMA or MBA preferred
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Previous accounting experience with Religious and/or Non-Profit organization a plus
- Remain up to date on nonprofit regulations