

SUPPORT AND DEVELOPMENT

ACCOUNTING DIRECTOR

REPORTS TO: CHIEF OPERATIONS OFFICER
RELATES CLOSELY WITH: FLATIRONS STAFF AND VENDORS

The Accounting Director is responsible for the management and oversight of all accounting functions of the church, as directed by the Chief Operations Officer. This position manages an accounting staff and provides direction and support to all ministry teams as it relates to budgeting and budget reporting. The Accounting Director is also responsible for the prep of all documentation and bookkeeping for outside audits.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

QUALIFICATIONS:

- 5+ years Accounting management experience, CPA preferred
- Proficiency in
 - Shelby
 - ROCK RMS
 - Excel
 - Microsoft suite
- Team work - welcomes feedback, contributes to the morale and connection among the team, puts Flatirons and team success above own interests. Strong work ethic.
- Time management - balance workload to insure timely/accurate completion, shows initiative. Is a self-starter.

PRIMARY RESPONSIBILITIES:

- Manage and oversee the daily operations of the accounting department; accounts payable, donations / cash receipts, check runs, etc.
- Ensure accurate recording of all assets, liabilities, revenue and expense
- Coordination and preparation of internal and external financial statements
- Coordinate with external auditors. Ensure audit is filed in a timely manner and in accordance with loan covenants.
- Review and research tax rules / regulations for compliance
- Compliance of all tax returns and tax exemptions; sales tax, 1099's, yearly tax exemption filing, etc.
- Evaluate, implement and maintain internal controls
- Complete and or review all account and balance sheet reconciliations
- Review and approve journal entries
- Review and approve credit card reports; ensuring accurate coding and posting to the general ledger
- Ensure donor contributions statements are accurate, prepare letters for irregular and non-cash donations
- Ensure revenue and offering is posted timely, accurately and following any regulatory guidance
- Prepare and submit reports for Workers Compensation audit
- Review and oversee insurance policy to ensure appropriate insurance on locations and vehicles
- Ensure all leasing agreements are paid according to lease
- Manage the budget process; work closely with departments to prepare and approve yearly budgets, ensure accuracy of budget in GL, provide regular budget to actual reports to staff
- Provide guidance and back up for payroll processing, record bi-monthly payroll in general ledger
- Track and obtain all vehicle licensing, registration, location and insurance
- Other duties as assigned

