

The People's Community Baptist Church

Job Description: Director of Accounting

Job Summary

The Director of Accounting manages the accounting department with a current staff of two employees. The director is responsible for the production of financial reports ensuring they are issued on time and in accordance with generally accepted accounting principles (GAAP) and that they fairly and accurately reflect TPCBC's current financial position. The director will receive the support of Human Resources and church leadership in making decisions governing hiring and termination of accounting staff.

The Director of Accounting must possess strong financial, communications, organizational, technology and leadership skills.

This position reports to the Chair of the TPCBC Trustee Ministry.

Duties and Responsibilities

Includes the following and others as may be assigned:

- Manage and supervise daily accounting operations and staff to ensure that, at a minimum, the following functions are performed accurately and in a timely manner:
 - Collection of accounting data for journal entries and general ledger maintenance
 - Accounts payable and accounts receivable processing, payroll processing, and bank reconciliations
 - Human resources benefits processing and leave record maintenance
 - Monthly financial statements/reports preparation and distribution
 - Response to inquiries from church staff, members and vendors
- Ensure adherence to church accounting policies, procedures, and guidelines, including maintenance of appropriate internal controls in coordination with the church's Trustee Ministry and GAAP principles
- Authorize weekly cashflow needs and payouts; prepare quarterly cash flow projections
- Plan, organize and coordinate the year-end close-out process with external auditors and church leadership
- Maximize the use of automated systems for payment requests and invoice processing
- Respond to ministry director's/leadership inquiries and concerns regarding payment requests and monthly profit & loss reports
- Maintain effective working relationships with the church's banking institution(s)
- Maintain an effective working relationship with the ministry directors and church administrator in reviewing ministry payment requests, invoices and proposed contracts
- Work with the Investment Planning committee in planning and preparing the reports required to produce the annual budget for approval
- Develop policies and guidelines for accounting department procedures for input into the manual
- Prepare accounting records for other entities owned by church to include financial statements
- Manage and oversee grants issued to the church

Qualifications

- Minimum of bachelor's degree in accounting
- Minimum 10 years' experience in non-profit finance management and accounting with an emphasis in church accounting
- Experienced/skilled in the use of advanced accounting software, preferably QuickBooks, and other automated tools for financial data collection, analysis, and reporting.

Salary: salary requirements will be discussed during the initial telephone interview

Application process: Resumes should be emailed to HRG@tpcbc.org; or dropped off at the receptionist desk at TPCBC, 31 Norwood Road, Silver Spring, MD. 20905.

Applications accepted through Tuesday, April 11, 2023.

Physical Requirements:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

Affirmative Action/EEO statement

The Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
