

Director of Accounting and Financial Services

Purpose/ General Responsibilities

The Director of Accounting and Financial Services oversees the Church's financial health, develops strategies, manages all general accounting and financial reporting functions, and ensures compliance with financial regulations. The Director is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The position is responsible for ensuring accurate and timely financial statements, implementing and maintaining a system of internal controls that will adequately safeguard FPCE's assets and provide reasonable assurance that financial reporting is in compliance with FPCE policies and US GAAP.

Accountability

The Director of Accounting and Financial Services is under the supervision of the Executive Director. The Director will work alongside the Executive Director, staff members, the Finance Committee and other committees on behalf of the congregation. The position is subject to the review of the Session through the Executive Director and the Personnel Committee.

Detailed Responsibilities

- Supervise, mentor, and coordinate finance department staff.
- Work with other departments to align financial goals with overall business strategy and support operational decision-making.
- Manage the accuracy and productivity of day-to-day activities related to contributions, accounts payable, payroll and asset/cash management.
- Oversee the collection and management of contributions and receipts to the church.
- Ensure accounting records are appropriately managed and maintained.
- Administer the financial accounting systems and establish practices to maintain data integrity within those systems.
- Manage the monthly accounting closing, monitoring and Financial Reporting processes.
- Prepare clear, concise, accurate and timely financial information to assist the staff, Finance Committee, Session and the Congregation at large in financial understanding and oversight.
- Attend Finance Committee Meetings to present financial and variance analysis and answer questions as needed.

- Prepare Balance Sheet account reconciliations, including bank reconciliations and donor fund analyses to support the balance sheet and for periodic review by Finance Committee.
- Make appropriate recommendations to the Finance Committee and Session related to the selection of the third-party accountant.
- Facilitate the annual third-party financial Review or Audit as directed by the finance Committee and Session.
- Oversee the preparation and distribution of year-end W-2 and 1099 Forms.
- Work with [other staff] to facilitate the onboarding and offboarding processes for FPCE employees and contract staff.
- Coordinate with the Executive Director and [other staff] in the evaluation of employee benefits plans, insurance enrollment, and administration of benefits plans.
- Assist in the evaluation of FPCE's property, umbrella, auto and Workers Compensation Insurance.
- Work with the Executive Director to coordinate investment activities, direct investment activities, evaluate potential opportunities, and manage financial risks to support organizational health.
- Ensure adherence to legal, regulatory, and accounting standards.
- Oversee the completion of Federal/State payroll tax reporting requirements.
- Oversee the tracking of Estimates of Giving and the distribution of quarterly Contribution Statements.
- Facilitate the annual budget process and evaluate budget adherence throughout the year.
- Work with the Executive Director and the Finance Committee on long-term financial goals, strategies, and performance.
- Forecast payroll for Workers Compensation Insurance, as needed.
- Maintain good working relationships with FPCE's banking partners.
- Administer the MidFirst Credit Card Program, including the related systems.
- Work closely with the Wedding Coordinator, the Executive Assistant, and [other staff] to ensure appropriate billing, collections, and accounting for facility usage per the Facility Reservation Policy and the Wedding Policy.
- Assist staff, Finance Committee and Session as needed in development and maintenance of appropriate financial policies and procedures.

Required Skills and Qualifications

- Must be a committed follower of Jesus Christ and seek to serve His Kingdom.
- Exemplify the values of FPCE and uphold the mission and vision of FPCE.
- Extraordinary personal integrity is crucial.
- Bachelor's degree in Accounting required.
- CPA certification or Masters' degree is strongly preferred.
- Minimum of ten years (10) of accounting, payroll, and financial reporting experience required.
- Must be a servant and team player, seeking the overall good of FPCE.
- Skilled in accounting systems, with the ability to administer systems and maintain data integrity.
- Organized and detail-oriented with the ability to multi-task.
- Disciplined in handling and maintaining confidential information.
- Proficiency in financial software, Excel, and budget management systems.
- Excellent communication, leadership, and decision-making skills.
- Significant nonprofit/ or church accounting experience is beneficial.

How to apply

Submit a resume, cover letter and references to hbirdwell@fpcedmond.org