

## **ACCOUNTING MANAGER JOB DESCRIPTION**

**CLASSIFICATION:** Exempt Salaried

### **JOB RELATIONSHIPS:**

Reports to: Executive Director of Finance & Administration

Supervises: Bookkeeper

### **SUMMARY:**

The Accounting Manager manages the daily operations of the accounting department including supervision of the Bookkeeper. The Accounting Manager is directly responsible for the payroll cycle using Paychex online. He or she regularly produces financial statements and reports for governing boards and executive staff. The Accounting Manager performs his or her work in accordance with written policies and procedures, reporting any exceptions to the Executive Director of Finance and Administration. The Accounting Manager works as a member of the finance team to resource the work of the Cal-Nevada Conference of the United Methodist Church, a faith-based institution committed to diversity, social justice and goodwill.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Understanding of generally accepted accounting principles (GAAP) and the ability to maintain a general ledger in accordance with GAAP. Bachelor's degree in accounting required.
- Knowledge of non-profit fund accounting required. Experience with Microsoft NAV and Jet Reports a plus.
- Supervisory experience required
- Customer service mindset with an ability to explain financial statements to non-accountants
- Proficient in Microsoft 365 including advanced Excel skills
- Basic understanding of wage and hour laws and employment policies
- Excellent oral and written communication skills
- Ability to establish and maintain professional relationships with staff and constituents
- A general knowledge of the mission and structure of the United Methodist Church
- A minimum of five years professional experience in accounting and supervision

### **MAJOR DUTIES AND TASKS:**

- Supervise the Bookkeeper
- Review and approve daily all cash disbursements and bank deposits
- Maintain the payroll system within Paychex and process the semi-monthly payroll
- Reconcile bank and brokerage accounts monthly
- Generate and distribute monthly financial statements and reports for committees and staff
- Create and distribute tithe statements to churches monthly using Jet Reports
- Monitor cash flow and budget variances, keeping Treasurer informed of trends and issues
- Prepare workpapers and financial statements annually for audit by the external auditors