



## SENIOR ACCOUNTANT ROLE DESCRIPTION

The Senior Accountant resources Cherry Hills Community Church and Cherry Hills Christian School staff for ministry by maintaining financial policies, procedures, controls and reporting systems.

## RESPONSIBILITIES

### Drive the Monthly Account Close Process

- Process monthly journal entries for investments, payroll, credit cards, bank fees and internal transfers

### Oversee and Manage Investment and Bank Accounts

- Track, reconcile and report on investment accounts and stock contributions
- Execute bank reconciliations for internet accounts

### Assist in Budget Creation and Lead Financial Reporting

- Assist Executive Pastor, CFO and Controller in yearly budget creation by pulling historical data
- Prepare monthly restricted and designated account reports for budget owners

### Act in Lead and Backup Roles for Accounting Team

- Act as backup to Controller
- Act as backup to Payroll & Benefits Manager

### Prepare Monthly Financial Reports for Executive Team, CHCS and Finance Committee

### Field Questions Regarding Budgeting and Financial Matters

- Assist staff with questions regarding financials or financial processes
- Assist in the preparation of audit work papers and field questions from audit staff

### Manage Assigned HR Processes

- Advise ministry leaders of any “flags” in background checks and work with CFO to provide recommendations and limitations related to the “flags”

### Perform Other Duties and Tasks as Assigned

### Model a Growing and Vibrant Relationship with Christ

### Demonstrate Commitment to Cherry Hills Community Church

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Controller
- Attend department and All-Staff meetings

**POSITION TYPE:** Part-Time, Exempt

**HOURS PER WEEK:** 30