



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
- Provide backup and guidance to Contributions Clerk
- 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: Full-Time, Exempt

HOURS PER WEEK: 40+