



ACCOUNTANT ROLE DESCRIPTION

The 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

Assist in Budget Creation and Lead Financial Reporting

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

Act in Lead and Backup Roles for Accounting Team

- Act as backup to Controller
- Provide guidance and support to Accounts and Payables Clerk

Oversee and Support AP Processes

- Provide guidance and oversight to Accounts Payable

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

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership

OTHER REQUIREMENTS

- Bachelor's degree in accounting or business administration, or equivalent
- Business experience and 5+ years of progressively responsible experience for a company with revenue in excess of \$10M annually
- Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations

We will consider hiring at senior level

POSITION TYPE: Part-Time; Exempt

HOURS PER WEEK: 28 Hours