

Part-Time Accounting Manager



PART-TIME ACCOUNTING MANAGER ROLE DESCRIPTION

The Part-Time Accounting Manager leads the Accounting Team to steward financial assets for maximum Kingdom impact by establishing, monitoring and enforcing financial policies, procedures, controls, transaction-processing operations and reporting systems for Cherry Hills Community Church and equips the Accounting team to provide world-class support, resourcing front-line ministries to function effectively and efficiently.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

Demonstrate Commitment to Cherry Hills Community Church

Recruit and Lead Accounting Team for Maximum Impact

Recruit and Lead a Highly Effective Volunteer Team

Lead the Accounting Team to Resource Ministry Teams for High Impact

Lead the Audit to Close With an Unqualified Audit Report (on an Annual Basis)

Oversee and Manage Investment and Bank Accounts

Assist in Budget Creation and Lead Budget Reporting

Update and Maintain Capital Accounts and Fixed Asset Inventory

Provide Timely, Accurate Financial Reporting and Analysis

Enforce Internal Controls and Manage Regulatory Compliance

Field Questions Regarding Budgeting and Financial Matters

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

Complete Other Accounting Transactions and Tasks

Assist with Accounting Training for New Staff Orientation

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

Part-Time Accounting Manager

MINISTRY:
Accounting

POSITION TYPE: Part-Time, Exempt

HOURS PER WEEK: 20

SUPERVISOR: CFO