



## GENERAL ACCOUNTANT ROLE DESCRIPTION

The General Accountant resources CHCC to faithfully steward that which God has entrusted to us by completing all aspects of the Accounts Payable function, performing regular cyclical accounting tasks and completing specific projects on an as-needed basis and by maintaining financial policies, procedures, controls and reporting systems.

## RESPONSIBILITIES

### Oversee All Accounts Payable Systems and Vendors

- Process all incoming requests for payments according to predetermined standards
- Create, update and process all check request forms
- Prepare all checks for manager review and signatures
- Oversee proper signing, mailing and distribution of all checks
- Process payment information to bank
- Prepare and file sales and use tax returns
- Generate and distribute 1099's

### Support the Monthly Accounting Close Process

- Review and reconcile corporate card accounts
- Prepare and input general ledger journal entries
- Execute bank reconciliations for internet accounts

### Assist in the Processing of the Weekly Offering

- Assist Accounting team with midweek cash processes and check scanning
- Share weekly bank runs (3-4 times/month)

### Assist in a Successful Annual Audit

- Prepare audit work papers
- Respond to auditor inquiries
- Research questions as needed

### 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
- Prepare monthly restricted and designated account reports for budget owners
- Prepare monthly detail reports for CHCC

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

- Act as backup to Controller
- Provide backup to Staff Accountant
- Support various departmental projects/initiatives (i.e. – process automation, system conversions, common chart of accounts, etc.)
- Corporate Card program administration

## Prepare Ad Hoc Monthly Financial Reports for Executive Team, 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

### Assist with Accounting Training for New Staff

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

- Manage email, voicemail and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism and discretion

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Controller and CFO
- Apply feedback and training practices, techniques and tips
- Attend department and all-staff meetings

## REQUIREMENTS

- Bachelor's degree in accounting or business administration, or equivalent
- Business experience and 1+ year of progressively responsible experience
- Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations

## WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## WHO YOU ARE

### You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

### You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)

# General Accountant

MINISTRY:  
Accounting

- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC's [Statement of Our Faith](#)

**SUPERVISOR:** Controller

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

**HOURS PER WEEK:** 28

**SALARY RANGE:** \$18.16-\$23.44/hr

**BENEFITS:** Paid Vacation and Sick