



ACCOUNTANT ROLE DESCRIPTION

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

RESPONSIBILITIES

Manage Contribution Processes

- Update and maintain all donor contribution records
 - Ensure contribution data is updated in an accurate, timely manner each week
 - Respond to incoming donor inquiries about contribution records
 - Update and maintain all contributions by credit card
 - Update PushPay for stock contributions
- Balance all registration income through CCB and PushPay
- Manage the scanning and processing weekly contribution checks
- Prepare contribution deposit
- Prepare contribution journal entry

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
- 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 MOPS accounts
- Prepare and enter Wild Blue journal entries
- Record bank and credit card fees

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

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

Perform Other Duties and Tasks as Assigned

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
- Attend department and All-Staff meetings

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)
- 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: Full Time, Exempt

HOURS PER WEEK: 40

SALARY RANGE: \$42,313 - \$56,669

BENEFITS: Paid Vacation and Sick