



STEWARDSHIP ACCOUNTANT ROLE DESCRIPTION

The Stewardship Accountant resources CHCC to faithfully steward that which God has entrusted to us by overseeing the contribution process, 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 contribution and registration income through CCB and PushPay
- Manage the weekly scanning and processing of contribution checks and cash
- Prepare contribution deposit and journal entry
- Prepare the weekly offering report
- Reconcile the General Ledger to PushPay for all contribution accounts
- Prepare year end audit reports for donors
- Responsible for weekly donor recognition and acknowledgement
- Responsible for sending giving statements on a quarterly basis

Support the Monthly Accounting Close Process

- Prepare and input General Ledger journal entries
- Assist in counting and recording Mid Week receipts

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](#)

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom. The following are some of the spiritual gifts that are recommended for this role:

- Administration
- Helps/Service
- Shepherding

REQUIREMENTS

- Bachelor's degree in accounting or business administration, or equivalent
- Business experience and 1+ year of experience
- Proficiency with Microsoft Office suite

SUPERVISOR: Controller

POSITION TYPE: Part Time, NonExempt

HOURS PER WEEK: 20

SALARY RANGE: \$20-\$27 per hour

BENEFITS: Paid Vacation and Sick