

THE CHURCH OF Eleven22

Position: Accounting Manager

Reports to: Senior Manager of Financial Accounting

Classification: Full-time; Exempt

Location: Central Offices

Organization: The Church of Eleven22

Objective

Responsible for applying generally accepted accounting principles and procedures to analyze financial information, review monthly revenue and disbursement activities, prepare accurate and timely financial reports for The Church of Eleven22 and Hope's Closet and ensure that appropriate accounting control procedures are in place.

Key Responsibilities

- Manage the completeness and accuracy of day-to-day accounting activities such as accounts payable, cash receipts, payroll and other general accounting functions
- Direct the work of finance team members performing cash receipts and disbursement responsibilities, resolve accounting discrepancies and irregularities
- Prepare month-end close by compiling and analyzing all account information
- Assist in the preparation of financial statements
- Monitor and analyze monthly operating results against budget
- Participate in financial planning and budget management functions
- Work in partnership with ministry heads to evaluate historical spend and partner in prospective planning
- Participate in financial audits and provide procedural recommendations for improvement

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication (verbal and written) and interpersonal skills
- Fundamental knowledge of generally accepted accounting principles, budgeting and financial consulting
- Knowledge of automated financial and accounting reporting systems
- Ability to analyze financial data and prepare financial reports
- Ability to motivate staff and volunteers to produce quality materials within prescribed time frames
- Ability to build organizational relationships/partnerships
- Ability to translate priorities into actionable tactics and plans



Education and Experience

- Bachelor's degree in accounting or finance strongly preferred
- 4-6 years in accounting with experience in a variety of the field's concepts practices and procedures
- Supervisory experience required
- Non-profit accounting experience preferred
- Possess strong computer skills, proficient in Microsoft Excel, Word and Outlook and have the ability to learn and use new computer software

Position Type/Expected Hours of Work

This is a full-time, exempt position. Days and hours of work will vary depending on business need.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. This would also require close visual acuity to perform an activity such as: preparing and analyzing data and figures and viewing a computer.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.