



## JOB DESCRIPTION

**Position Title:** Director of Accounting  
**Reports To:** Controller

**Campus:** Central Services  
**Status:** Full Time

**Position Summary:** Oversees the accounting department and assists the controller and chief financial officer.

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### **Responsibilities:**

- Supervises and is responsible for the development of the accounting employees
- Reviews the cash flow report
- Reconciling the bank statement
- Generate and reviews month end reports
- Gathering information for a yearly audit
- Reviews journal entries
- Gather and work with the staff for budgets
- Assist the Controller as directed
- Other duties as assigned.

### **Knowledge, Skills and Experience Required:**

- College degree preferably finance/accounting related. CPA a plus
- Detailed oriented
- Knowledge of excel
- Can work independently
- Ability to supervise others
- Needs to be helpful and work well with the staff

### **Competencies:**

- **Communicates Effectively** – Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Optimizes Work Processes** – Knows the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Drives Results** – Consistently achieves results, even under tough circumstances.
- **Decision Quality** – Makes good and timely decisions that keep the organization moving forward.
- **Self-Development** - Actively seeks new ways to grow and be challenged using both formal and informal development channels. Shows personal commitment and takes action to continuously improve.

### **Schedule:**

- Monday to Thursday 40 hours a week

### **Role model in personal life:**

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

### **Model biblical integrity in all things:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.

- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:** While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.