



## **Accounting Director**

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**Reports To:** Executive Pastor

**Supervises:** Accounting Staff & Admins

**Coordinates With:** Executive Pastor, Finance Committee, and Admins

**Summary of Position:** Responsible for the Human Resource needs of the staff as well as overseeing the management of all Chapel financial activities. Including but not limited to:

### **Job Specifics: Human Resources**

#### **Human Resources**

- Develops and maintains employee policies and procedures that support the staff
- Coordinates the onboarding of new staff and all related documentation
- Maintains benefits, including insurance and retirement benefits
- Oversees processing and delivery of payroll
- Coordinates with the Executive Pastor the annual performance reviews for the staff. Implements procedures and performance improvement plans as necessary
- Ensures effective use of church database system
- Ensures compliance with federal, state and local labor laws

#### **Financial**

- Oversees the bookkeeper and maintenance of the accounting system
- Oversees the retrieval, sorting, recording and deposit of the weekly donations as well as other financial resources from Chapel ministries
- Oversees processing and delivery of payroll
- Provides monthly and annual financial reports to all appropriate users
- Works with the Executive Pastor to coordinate the annual budgeting process and monitors actual vs. budget results throughout the year
- Maintains relationships with key banks
- Develops and maintains a process for archiving financial records
- Oversees benevolence policies and distributions

#### **Competencies:**

- Servant-Leadership
- Ethical conduct
- Maintains professionalism, confidentiality and excellence at all times
- Competencies in computer skills, especially the Microsoft Office Suite.
- Written and verbal communication proficiency
- High emotional intelligence, relational person with the ability to maintain composure under stressful situations
- Strong organization and presentation skills
- Team orientation

Supervisory Responsibility: This position works closely with the Executive Pastor and ministry direct report supervisors.

**Required Education and Experience:**

- A Bachelor's degree in Accounting and/or Human Resources
- Three to five years of leadership experience in the related field
- Passion for serving the church

Candidates who meet the minimum criteria should submit the following to [eric.allred@thechapelbr.com](mailto:eric.allred@thechapelbr.com) by August 28, 2017. **Only the candidates who meet the minimum criteria and submit all the requested material will be considered.**

- A cover letter expressing interest in this position and explanation of why the candidate believes his/her qualifications match those sought for the Accounting Director position at The Chapel.
- Current resume

No phone calls, please. Position will remain open until a qualified candidate is selected.