



Draft
ROLE DESCRIPTION

Role: Accounting Manager

DEPARTMENT: Administrative Services

REPORTS TO: Vice President of Administrative Services

CLASSIFICATION/ STATUS: Full-Time, Exempt

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The Accounting Manager will oversee the daily operations of the accounting work at City Gospel Mission. She/he will monitor and analyze accounting data and produce financial reports or statements. The person in this role working with CGM Leadership will help establish and maintain proper accounting methods, policies and principles.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of oversight in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Responsibilities for Accounting Manager:
 - Help ensure CGM donations and grant awards continue to be handled with godly stewardship.
 - Provide operational supervision of bookkeeping/accounting resources.
 - Ensure CGM accounts payables are handled with excellence and paid on time.
 - Manage the organization's bank accounts, accounts payable and financial assets.
 - Plan, implement, and supervise the company's financial reporting process.
 - Monitor incoming payables for appropriate approvals from Division VPs.
 - Balance Company's Contribution Reports to Accounting System.
 - Ensure all Accounts Payable Invoices are uploaded to AP Workflow System.
 - Develop good communication process with Cause Area and Department VPs
 - Handle the company's transactions and debits.
 - Assist with company's financial audits.
 - Follow proper accounting procedures to reach financial objectives.
 - Generate financial reports based on data analysis.
 - Train and support CGM staff with ministry-wide Accounting needs.
 - Continually look for opportunities to improve the accounting operations of CGM

3. Work effectively with CGM Leaders and functional leaders, Marketing, Communications, HR, Accounting, and Facilities to ensure money matters (accounting items) are effectively managed/maintained to meet work requirements.
4. Establish and/or manage Accounting Vendor relationships. Engage them as needed for network support, processes, new information.
5. Assist Cause Areas/Departments with program budget items.
6. Be able to develop and track financial metrics as appropriate.
7. Ensure important security of financial data and files. Computerized data must be secure from unauthorized users and possible damage. Procedures and systems must be in place to recover quickly and completely with minor disruption from a catastrophic event or processing error regarding financial data.
8. Assist management to develop annual operating and capital budgets that will address the short term and long term needs of the organization.
9. As key staff at CGM, be willing to assist with events, presentations, board meetings, etc., in support of the mission's work.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion for seeing men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Is able to move, function, drive and travel to CGM facilities locations as needed.
2. Role requires ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in an office and residential setting.
3. The person in this position frequently communicates with staff. She/he must be able to exchange clear and accurate written and verbal information in these situations.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's degree in Accounting or Finance, or a related field, is preferred. Equivalent experience is acceptable.
2. Has five or more years of work experience in an accounting or finance role.
3. Has a strong ability to set proper priorities and meet deadlines.
4. Has excellent interpersonal, written and oral communication skills.
5. Has excellent attention to detail and accuracy.

6. Has a professional and proactive work ethic.
7. Has advanced knowledge of Microsoft Excel, with ability to manipulate and analyze large data sets.
8. Has proficiency with accounting software.
9. Is able to understand and manage the financials of a medium-sized-company in order to meet requirements and keep the financial statements in good standing.
10. Can work well with others and still work independently.
11. Strong critical thinking and decision-making skills.
12. Must pass a background and driver's check and drug screen.

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HR Contact – Kelly Wilson

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