

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**ACCOUNTING DIRECTOR
SALEM ALLIANCE CHURCH**

Department: Administration
Supervisor: Director of Finance
Supervises: No
Volunteers: Recruits, Places, Develops, Encourages
Exempt Status: Non-Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church, and under the general supervision of the Director of Finance, the Accounting Director shall provide coordination for financial projects including budgeting, revenue & expense reports, reconciliations and other special financial reports. The Accounting Director shall manage the weekly tasks associated with online giving, including troubleshooting and working with donors.

DISTINGUISHING FEATURES OF POSITION: The Accounting Director is supervised by the Director of Finance and also takes direction from the Executive Pastor. This position provides project-based services in accounting that may impact people, costs and quality of service. The Accounting Director has knowledge of confidential information and is expected to work independently and problem solve. The Accounting Director is differentiated from the higher level position of Director of Finance which possesses greater understanding of accounting principles and has broader responsibilities including supervision. The Accounting Director is distinguished from the lower level of Accounting Specialist, which have more routine accounting and database responsibilities that do not require the same level of analysis, critical thinking, or depth of expertise and knowledge.

CORE JOB FUNCTIONS: An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Administrative Staff Support
 - Collaborate and support the Director of Finance with special projects, annual audit, and budgeting.
 - Prepare special financial reports as requested.
 - Assist staff with such questions as proper expenditure coding, document processing and accounting-related activities.
 - Prepare monthly summary reports for departmental budgets and review with team regarding revenue and expenses.
 - Support with Executive Pastor with financial details for Governing Board.
 - Perform all routine duties in the absence of the accounting specialist.

2. Financial Management
 - Provides day-to-day management of the church's accounting systems.
 - Establishes and maintains accounting and inventory systems for the church's business enterprises.
 - Serves as the business office for Reach Training Institute.

- Strives to provide accurate, timely, and relevant financial reports to management and staff.
 - Complete routine projects in budgeting, revenue & expenditure reports, reconciliations, contributions, or other financial matters
 - Prepare special financial reports as requested.
 - Performs financial analyses and special projects, as needed.
3. Donor Relations and Contributions
- Strives to ensure the integrity of donor contributions.
 - Maintains the online giving system, ensures that online donations are posted correctly, and provides technical assistance to donors.
 - Ensures the accuracy and completeness of contribution statements and the distribution of statements to donors several times each year.
 - Communicates relevant financial and tax information to donors.
 - Strives to provide a high-level of customer service to donor inquiries.
 - Ensures that online transactions for registrations are accurately processed.
 - Provides oversight of the online fundraising process conducted through the church management system.
4. Compliance
- Ensures compliance with local, state, and federal tax laws for nonprofit organizations to support the preparation of required tax returns.
 - Serves as a staff liaison for the annual financial audit, prepares requested financial analyses and documentation, responds to inquiries by auditors, and support coordination with accounting staff and the Audit Committee.
 - Support compliance reporting as required for the Affordable Care Act.
 - Performs miscellaneous regulatory reporting, as required.

ESSENTIAL JOB DUTIES: An employee in this classification shall perform essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform nor would an employee be expected to simultaneously perform all functions.

1. Models for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completes the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas).
2. Effectively tends to his/her soul and actively pursues personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance).
3. Consistent with organizational guidelines and timeframes, thoroughly completes employee reviews for each direct report.
4. Consistently attends and participates in assigned meetings and events (e.g., Finance Committee, weekly staff meetings, monthly department meetings, staff retreats).
5. Work collaboratively with other staff members and departments.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

MINIMUM POSITION REQUIREMENTS: Four-year degree from college or university with major coursework in accounting, finance or related field; Master’s degree and/or CPA license is highly desirable, but not required, experience in a non-profit organization in payroll, accounting

or bookkeeping position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of this position.

Ability to:

1. Maintain accurate financial records and prepare clear and accurate reports for informational, auditing and operational use, with superior attention to detail.
2. Reconcile accounts, records, reports and journals.
3. Prepare financial statements, schedules and reports.
4. Review and verify accuracy of financial data.
5. Maintain accounting records for special accounts and projects.
6. Work independently as a self-starter, able to demonstrate initiative.
7. Problem-solve and make sound, independent judgments within established policies and procedures.
8. Organize own work, set priorities and meet critical deadlines.
9. Effectively communicate with and respond to inquiries from co-workers, volunteers and the public.
10. Be discreet regarding confidential information.

Knowledge of:

1. Salem Alliance and its ministries.
2. Salem Alliance policies and procedures.
3. Generally-accepted accounting practices and principles as they relate to non-profit and church organizations.
4. Modern computer software applications related to accounting and payroll, specifically using Excel designing charts and graphs.
5. Standard office practices and procedures.
6. Standard principles and practices related to payroll processing and accounting.
7. Laws and regulations related to payroll and accounting for non-profit organizations, churches, and licensed ministers.
8. Knowledge of finance, accounting, budgeting and cost control principles.

Other Requirements:

1. Relational skills and passion to provide support to ministries of Salem Alliance.
2. Regular attendance at worship services of Salem Alliance.
3. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
4. To become a member of Salem Alliance within three months of employment.
5. Possess spiritual gifts of administration and service.
6. Must maintain a safe driving record, possess a valid driver's license and be able to obtain an Oregon license within three months of hire.
7. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

PHYSICAL, EMOTIONAL AND MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in an office setting and to use office equipment, including a computer, and to attend meetings and events at various sites within and away from the church; vision to read printed materials and a computer

screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand for lengthy periods to lead discussions and make presentations, to walk to various locations on campus, to travel to meetings within the northwest, and to fly to national and worldwide meetings.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use office equipment. Routinely, this employee works in a variety of locations on the church campus. The employee may several times each week drive to attend church-related functions, meetings and trainings and to make visitations. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors.