



## Accounting & Finance Coordinator

**Department:** Operations

**Job Classification, Status, and Category:** Part-Time 25 hours, Non-Exempt, Staff

**Posting Date:** 1/30/24

### **The Purpose Of This Role:**

The Accounting & Finance Coordinator helps fulfill the purpose of Cibolo Creek Community Church by ensuring that all ministry efforts relative to the church's finances are accomplished with timeliness, integrity, and effectiveness. This leader will ensure that all financial and accounting practices are in compliance with Generally Accepted Accounting Principles.

### **Primary Responsibilities:**

**Financial** - Oversee and maintain the financial records of the church to include: timely deposits, accounts receivables, accounts payable, journal entries, reconciliations, and preparation of various financial reports. Has experience in all applicable reporting applications. i.e. Annual and monthly budget development and analysis. Records: administer church's record retention schedule ensuring all types of financial church records are properly stored and disposed of as determined by the retention schedule.

**Payroll** - Responsible for posting payroll journal entries and issuing checks for contract labor employees. Prepares an annual workers compensation report. Submission of 403b reporting.

**Purchasing** - Execute online purchasing for all ministries when required. Oversee vendor relationships.

**General Duties** - The Accounting & Finance Coordinator will attend to other duties as described by the Executive Pastor to the fulfillment of the church's Vision, Mission, and Purpose. Facilitates counting process, counters, and all aspects of giving, both physical and digital. Coordinates and assists with annual CPA Financial Statement Review.

### **Preferred Qualifications:**

- Bachelor's Degree in Business Administration or Accounting
- Accounting/Finance Experience, preferably in a church or nonprofit
- Strong organizational and problem-solving skills, attention to detail
- Effective communication and maintain strict confidentiality
- Must be proficient in Microsoft Office Suite and accounting systems, i.e., Shelby Next Financials
- Team Player

### **This Position Reports to:**

Executive Pastor

Qualified candidates can submit their resumes and documents to: [resumes@cibolocreek.com](mailto:resumes@cibolocreek.com)