



## JOB DESCRIPTION

### JOB TITLE

Accounting & Financial Coordinator

### PURPOSE STATEMENT

The Financial 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.

### REPORTS TO:

Executive Pastor

### RESPONSIBILITIES:

**Financial:** oversee and maintain the financial records of the church to include: timely deposits, accounts receivables, accounts payable, journal entries, reconciliations, prepares 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 reports 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 Financial 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. Prepares Annual CPA Review.

### WORK SCHEDULE & COMPENSATION:

Part Time - 25 hours per week / Pay is commensurate with experience

Employee Benefits not available.

### 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

### ABOUT CIBOLO CREEK COMMUNITY CHURCH

- [cibolocreek.com](http://cibolocreek.com)

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