



## **JOB DESCRIPTION**

### **Accounting Team Leader**

Finance Team

Operations and Finance Department

Reports To: Executive Director of Operations and Finance  
Category of Employment: Support, **Full Time**  
Payroll Status: Salaried, **Exempt**  
Office Hours: Minimum **40 hours per week**  
Supervisory Responsibility: Accounting Assistants  
Lead Accounting Assistant/Payroll Manager

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Position Summary**

To further the mission of the Church by overseeing, directing and developing the Accounting Department. Responsible and accountable for all accounting mechanisms for the ministries of the church.

### **Minimum Qualifications**

1. **Experience:** Minimum of five (5) years experience in accounting field.
2. **Education:** Minimum of bachelor's degree in Accounting, Finance or Business from an accredited college or university. A preferred candidate will also be a Certified Public Accountant, and will have experience working with churches or similar, faith based not-for-profit organizations. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Character and ability to maintain and protect confidentiality of private information. Demonstrate good written and verbal communication skills. Must possess strong interpersonal skills and have a keen attention for detail. Must have multi-tasking abilities, and strong organizational skills. Possess a friendly attitude and have a strong heart for service. Computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel and FE software. Candidate must have experience with general ledger, accounts payable and payroll functions. Non Profit accounting experience not required but highly encouraged. Must be able to use a calculator with speed and accuracy.
4. **Physical Demands:**
  - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Assist with all components of contribution procedures; counting, database entry and deposits.
  - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
  
2. Specific ministry duties and responsibilities:
  - Manage the finance team to (a) ensure accurate reporting of contributions, accounts payable, payroll, and monthly reports; (b) comply with tax laws by filing returns and remitting payments on a timely basis; and (c) comply with generally accepted accounting principles.
  - Provide financial information to and assist the independent auditors with the annual audit.
  - Prepare quarterly reports to meet bank loan requirements
  - Complete, review and approve monthly bank reconciliations.
  - Provide annual contribution statements to donors.
  - Point person for all financial inquires in regards to online giving through Push Pay and questions or concerns regarding contributions and year end statements.
  
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: DLM (HR Initials) \_\_\_\_\_ (DH Initials)

*Revised 8/13/2019*