



Central Support – Job Description Accountant

POSITION:

Reporting to the Logistics Director, the Accountant will have the primary responsibility of supporting the organization's financial objectives by providing financial forecasting analysis and accounting; directing staff.

RESPONSIBILITIES:

- Develop accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives
- Establish accounting operational strategies by evaluating trends; determining critical measurements; controlling productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change
- Provide financial projections by coordinating budget/forecast preparation; collecting, analyzing, and consolidating financial information; advising departments on the collection and analysis of data
- Maintain sufficient funds by forecasting cash requirements and obligations
- Create and oversee a scalable purchasing management system that can sustain the growth of the organization
- Prepare financial reports for the Board of Directors Monthly
- Lead & develop the members of the Finance Team
- Oversee ordering and billing of credit cards provided to staff
- Management of Bank Accounts and oversight of Reconciliation
- Manage details of Insurance policies
- Supervise the creation of Key Performance Indicator (KPI's) reports weekly
- Direct and develop Central Logistics Serve Team
- Prepare for annual audits and be available to assist during auditing periods
- Minimizes legally required taxes by studying regulations; presenting tax strategies to management

SKILLS:

- Forecasting, Financial Planning and Strategy, Strategic Planning, Financial Diagnosis, Quality Management, Dealing with Complexity, Managing Processes, Reporting Research Results, Decision Making, Accounting
- Proficient in QuickBooks and Excel
- Bachelor's Degree in Accounting or Finance

- Minimum of 3 years of accounting or finance experience
- Natural Leadership Skills
- Relational leader that possess great people skills, with an orientation towards serving and empowering others
- Excels in a fast-paced, growing environment
- Highly creative problem solver that can change priorities quickly with a positive attitude
- Able to accomplish assigned projects utilizing highly developed communication (written and verbal), project management, time management and collaboration skills.

PERFORMANCE MEASURES:

- In addition to the goals set, the Accountant, will be measured based on the Next Level Church Leadership Behavioral Values and Core Values.

TIME COMMITMENT:

- Full-Time Staff
 - Office Days: Monday – Friday from 9am-5pm
 - Must attend weekly All-Staff Meetings and monthly Staff Chapels

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.