Position Description

Position Title: Director of Accounting
Department: Finance & Administration
Reports to: Treasurer/Director of Administrative Services
Status: Exempt

Job summary: The Director of Accounting is the primary responsible party for producing accurate contemporaneous financial reports, for financial system integrity, and for assuring appropriate use of funds according to purpose. The Director works closely with the Conference Treasurer in informing financial strategy and decision making and supervises a small team.

Duties and Responsibilities:
For the Northern Illinois Conference and all subsidiaries:
Maintains general ledger and prepares monthly journal vouchers
Prepares monthly financial statements
Prepares monthly general ledger account analysis
Monitors monthly accounting of investments
Provides budget support and analysis
Reconciles the payroll bank account
Assists the local churches in accounting and audit concerns
Acts as backup payroll processor and accounts payable
Coordinates and authorizes billing and payment of invoices
Coordinates annual audit for all companies
Responsible for preparing annual audit information (workpapers, schedules, etc.)
Supervises employees in accounting department
Oversees account receivable, account payable, and payroll functions
Aids in design of internal control process and assures their compliance
Collaborates with Treasurer in his/her work
Resolves issues that arise
Works with staff within the conference to assure the accurate use of funds
Provides customer service to local churches
Understands the IT programs and participates in selection of software
Assures conference meets GAAP accounting standards and complies with relevant law
Manages financial accounts
Manages cash flow of the conference so that monies are available as necessary
Performs other duties/projects as assigned

Qualifications:
Bachelor degree in Accounting
Experience with fund accounting
Excellent communication skills
Ability to supervise diverse staff
Knowledge of accounting software, spreadsheets, and computerized ledgers

Salary: $72,000 - $78,000
Send Resume and Cover Letter to Woody Bedell, wbedell@umcnic.org