

## 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

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