

Announcement # - NBAME – 2010-001

POSITION TITLE: Chief Financial Officer

REPORTS TO: Senior Pastor

Job Summary – (Role Summary)

The Chief Financial Officer is accountable for the accounting operations of New Bethel AME Church, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the church's reported financial results..

Essential Duties and Responsibilities – (Key Activities)

- Prepare Official Board, Church Conference, Quarterly and Annual Conference financial reports
- Prepare quarterly and annual income tax records for all w-2, 941 and 1099 forms
- Provide all assistance needed for the annual audit
- Ensure that payables are processed in a timely manner
- Ensure that receivables are collected promptly
- Develop a system of management cost reports
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Ensure that monthly bank reconciliations are completed
- Develop and prepare monthly financial statements
- Manage accounts payable and account detail information of all financial operations
- Process payroll in a timely manner
- Ensure all bank deposits are processed daily or weekly
- Monitor contribution and expense levels in accordance with financial policies and procedures
- Manage the church budget in conjunction with the Pastor and appropriate church leadership
- Maintain the General Ledger monthly using Quick Books or other appropriate financial software
- Process and monitor all check requests once approved by the Pastor
- Respond to financial inquiries from the Pastor, Finance Committee, Official Board and the Steward Board
- Serve on church committees as deemed appropriate
- Maintain confidentiality for all church records both verbal and written
- Develop financial and accounting policy and procedure manual and update as needed
- Provide weekly account balance updates for Pastor
- Maintain required Connectional Church obligation records and disbursements
- Oversee counting teams
- Coordinates spending request for all organizations, boards, and ministries
- Performs other duties as assigned

QUALIFICATIONS

Education

- Bachelor's Degree in Accounting, Finance or Business Administration/Management
- Certified Public Accountant or Certified Management Accountant preferred

Experience

- Minimum ten years of progressively responsible financial and/or accounting experience
- Minimum of three years related work experience in the AME Church

Technical Skills and Knowledge

- Expertise in Quick Books or related financial software
- Finance and budget management
- Ability to supervise and assist a small accounting staff
- Bonded or have the ability to be bonded

PHYSICAL REQUIREMENTS

- Sedentary work

ADDITIONAL REQUIREMENTS

- Mandatory background check
- Bonded or have the ability to be bonded

SALARY/Hours

- \$10,400/yr PT – 10 - 15 hours/wk (average)