Manager - Accounting

Team(s): Operations Team
Reports to: Executive Director – Central Services
Direct Reports: Coordinator – Financial Operations
Status: Full-time (40 hours per week); Exempt

Position Summary:
The Accounting Manager provides leadership and oversight for all accounting, financial reporting, budgeting, internal controls, cash management, and compliance activities of the church. This role ensures the integrity of financial information, supports ministry leaders with timely financial analysis, and safeguards church resources through strong stewardship and accountability practices. The position reports to the Executive Director of Central Services.

Position Responsibilities:

- Financial Leadership & Stewardship
  - Lead all accounting and financial operations of the church.
  - Ensure the timely and accurate preparation of monthly, quarterly, and annual financial statements.
  - Provide financial analysis and recommendations to executive leadership, elders, and finance committee members.
  - Support the church's mission by promoting biblical stewardship and sound fiscal management.
  - Monitor financial performance against budget and strategic ministry objectives.
- Accounting Operations
  - Oversee all general ledger activities and account reconciliations.
  - Oversee month-end and year-end closing processes.
  - Ensure accurate recording and classification of all financial transactions.
  - Maintain church fixed assets schedule.
  - Maintain accounting records in accordance with generally accepted accounting principles (GAAP).
- Budgeting & Financial Planning
  - Coordinate the annual budgeting process across all ministry departments.
  - Assist ministry leaders in developing operating and capital budgets.
  - Monitor budget performance and provide variance analysis.
  - Support long-range financial planning and forecasting.
  - Analyze ministry program costs and resource utilization.
- Internal Controls & Risk Management
  - Develop and maintain strong internal control systems.
  - Establish policies and procedures to safeguard church assets.
  - Monitor cash handling, donation processing, and fund accounting controls.
  - Oversee banking relationships and cash management activities.
  - Ensure proper segregation of duties and financial accountability.
- Donor & Contribution Management
  - Ensure accurate recording and reporting of contributions.
  - Oversee annual donor contribution statements.
  - Maintain compliance with charitable giving regulations and donor restrictions.
  - Monitor designated, restricted, and capital campaign funds.
  - Ensure confidential handling of donor information.
- Employee Benefits Administration
  - Oversee the financial administration of employee benefit plans, including insurance plans, the 403(b)-retirement plan, and workers' compensation, in coordination with Human Resources and applicable providers.

- Audit, Compliance & Reporting
    - Coordinate annual financial audits and reviews.
    - Serve as primary liaison with external auditors.
    - Review and/or prepare all audit required workpapers.
    - Ensure compliance with federal, state, and local regulations.
    - Oversee payroll tax filings and related reporting requirements.
    - Support preparation of any required financial disclosures and regulatory filings.
- Ministry Support & Business Partnership
    - Partner with ministry leaders to provide financial guidance and decision support.
    - Develop meaningful financial and operational metrics.
    - Assist in evaluating new ministry initiatives and capital projects.
    - Provide financial training and education to ministry staff as needed.
    - Support executive leadership with special projects and financial analysis.
    - Provide logistic support to the Finance Committee.
- Team Leadership
    - Supervise accounting, payroll, accounts payable, and finance staff.
    - Establish performance expectations and provide coaching and development.
    - Foster a culture of service, excellence, integrity, and stewardship.
    - Lead process improvement and financial system enhancement initiatives.

Position Requirements:

- A committed, growing follower of Jesus Christ.
- Authentic and consistent in his/her own spiritual walk and relationships
- Has significant experience with non-profit organizations, Church laws and regulations, and GAAP accounting standards.
- Bachelor's degree in accounting, Finance, or related area. CPA preferred.
- Strong analytical skills.
- Strong organizational and follow-up skills.
- Ability to manage their own schedule.
- Excellent communication skills, both in a conversational manner and written form, as well as in front of a group of people.
- Ability to function well as a part of a team (leading up and horizontally to fellow staff and leading downward to staff and volunteers)
- Promptness, both in the office setting, as well as in responding to emails, phone calls, etc.
- Ability to use Microsoft Office and church financial software.

ORGANIZATION OVERVIEW

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit alliancechurch.org.