

# **Accounting Manager - Church Extension Fund**

## **Position Description**

Church Extension Fund, a ministry-based financial institution with assets over \$250 Million, seeks qualified candidates for the position of Accounting Manager.

### **Summary of Position**

The Accounting Manager will be primarily engaged in performing a wide variety of accounting functions and maintaining CEF's general accounting system. The Accounting Manager will also assist with the operation of CEF's banking software system. Finally, the Accounting Manager will provide financial analysis of various data required for both financial reporting purposes and for the general management of CEF, and shall interface with or serve as backup for other functions in the organization. This position reports to the Vice President - Chief Financial Officer (CFO).

### **Responsibilities**

#### **Accounting**

The Accounting Manager (i) maintains CEF's accounting system, (ii) ensures timely and accurate completion of accounting cycle and associated financial reporting, (iii) interprets accounts and records for CEF's Executive Management, and (iv) ensures accounting procedures are carried out in accordance with GAAP. Specific duties are outlined below:

- Prepares financial statements and various financial reports.
- Assists in CEF's annual audit including preparation of audit schedules.
- Ensures company procedures have proper controls and segregation of duties in accordance with GAAP.
- Prepares journal entries and maintains general ledger subsets.
- Reconciles bank and depository accounts.
- Maintains and reconciles the records of the investment portfolio.
- Prepares daily cash receipt journals and disbursement summaries.
- Ensures accounts payable and receivable are processed in a timely manner.

#### **Banking Software**

The Accounting Manager understands and is regularly engaged in the operation of CEF's banking software system in connection with the Assistant Vice President – IT Systems. Specific duties are outlined below:

- Reviews transactions and records for accuracy.
- Provides support and education to end users of the DDI banking software system.
- Runs reports for both Finance and Loan Departments.
- Reviews the loan and financial data entered into the system database and verifies accuracy.
- Ensures the functionality of online operations and mobile app usage.
- Has a general understanding of the system processing and serves as a backup to the Assistant Vice President – IT Systems.

## **Financial Analysis & Operational Responsibilities**

The Accounting Manager collects and provides financial analysis of data required for both financial reporting and operations, and shall interface with or undertake other related functions in the organization. Specific duties are outlined below:

- Assist CFO with financial data extraction, analysis, forecasting and reporting. This includes required data extraction and analysis related to required FASB standards such as credit loss accounting standards and methodology (CECL), or other operational metrics (e.g., loan delinquency, underwriting data, loan rebate data, etc.).
- Assist CFO with ensuring NASAA guidelines regarding securities offering are followed and helps develop the financial reporting required for CEF's annual offering circular.
- Receives/resolves customer service inquiries regarding interest payments, statements, stale-dated checks, investment questions, online enrollment, mobile app operation, and related inquiries.
- Manages Extension Plus accounts including activity, transfer of funds to processing banks, ordering checks and debit cards, and reviewing/resolving questionable transactions submitted by processing banks.
- Manages and processes ACH/wire transfers of investor and loan transactions.
- Tracks and reports on taxes and rents received regarding CEF-owned real estate.
- Maintains business form inventories.
- Assists with CEF's administrative services of Mighty Fortress Foundation.

The Accounting Manager will perform other functions and duties as directed by the CFO.

### **Position Attributes**

- Minimum Education/Experience: Minimum of 2-3 years of relevant accounting and/or finance experience. Bachelor's Degree in business, accounting, or finance preferred.
- Must be comfortable working with technology and proficient using Microsoft Office and Excel spreadsheets. Ability to learn company-specific programs efficiently.
- Good customer service and communication skills. Functions will involve contact with depository providers (banks, investment brokers, etc.) and CEF customers.
- Dependable, honest, and attention to accuracy of work.
- Demonstrates a heart for the mission of CEF.