TITLE: **Director of Accounting Services**

EMPLOYMENT STATUS: **Full-Time; Exempt**

DEPARTMENT: **Operations**

Summary: We seek an experienced Director of Accounting Services to lead and oversee our Finance Team, ensuring delivery of accurate financial operations and reports. The ideal candidate will not only bring expertise in accounting and finance but also a proven ability to lead and develop a high-performing team.

The position will be based out of CBF's office in Decatur, Ga.

Reports to: Chief Operating Officer

Relates to: All CBF staff and constituencies

Duty Areas:

1. **General Ledger**
   - Maintain Chart of Accounts
   - Ensure G/L Accuracy (fixed assets, prepaids, payables & receivable accounts)
   - Perform payroll G/L inputs.
   - Post expense corrections from department leaders
   - Ensure GAAP standards are upheld
2. **Reconciliations**
   - Conduct Bank Account Reconciliations
   - Manage Dynamics/Salesforce Reconciliations
   - Oversee CBF Foundation bank account reconciliations
3. **Payroll**
   - Co-Lead the implementation and ongoing administration of the UKG payroll system
   - Oversee the entire payroll management process within the CBF Staff framework
   - Generate employee G/L payroll reports in UKG
4. **Transactions Management**
   - Approve Transfers & Wires
   - Enforce timely A/P posting
   - Approve A/P payments
   - Address A/P & A/R GAU questions
   - Manage Positive Pay
   - Handle Pass-thru reports from Salesforce
   - Upload State and Regional Organizations and CBF Foundation Invoices
   - Maintain backup records
   - Maintain user setup in Truist & Dynamics
   - Act as Bank and Software Liaison
   - Supervise 1099 filing process
5. **People Management**
   - Manage general ledger, accounts payable and cash receipts positions
6. **Budget Management**
   - Prepare budget templates for State and Regional Organizations and department heads annually
   - Take direction from Executive management as to key budget inputs
   - Prepare Executives for budget discussions at General Assembly
   - Prepare and upload Budget files into the general ledger software platform
7. **Financial Statement Distribution**
   - Review all departmental and State and Regional Organizations financials before distribution
   - Make necessary corrections to balances and to processes

8. **Audit Preparation and Support**
   - Coordinate with auditors during audit process
   - Update Executive management periodically
   - Serve as liaison for queries from auditors to CBF and CBF Foundation personnel
9. **Staff Leadership and Development**
   - Foster a culture of collaboration, accountability and professional growth within the Finance Team
   - Help inspire a culture of collaboration with the Finance Team across the CBF staff
   - Empower and encourage team members through continual feedback

INDEPENDENCE: 1…2…3…4…5…6…7…**8**…9…10

REQUIREMENTS:

EDUCATION: Required -- Bachelor's degree in Accounting, Finance, or a related field.

EXPERIENCE: Minimum of 8 years of experience in an accounting role and 3-5 years of leadership experience

SKILLS: Exemplary Christian character and integrity with commitment to the mission of CBF. Strong relational and organizational skills. Financial reporting and analysis, Internal controls and compliance, Audit preparation, Financial systems and other software (e.g., Great Plains, SAP Concur, UKG, SalesForce, Management Reporter), Proficiency in accounting software and enterprise systems, Advanced Excel skills, Knowledge of cloud-based accounting tools, Team leadership and staff development, Cross-departmental collaboration, Process improvement and automation, Strong attention to detail and accuracy, Excellent written and verbal communication, Ability to work under pressure and meet deadlines, Ethical judgment and confidentiality

COMMITMENT: Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.

TO APPLY: **Send a cover letter and resume to Human Resources at humanresources@cbf.net.**

ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE POSITION DESCRIPTION:

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Employee Date Supervisor Date