



Director of Finance & Accounting **PARK** COMMUNITY CHURCH

Title: Director of Finance & Accounting
Reports to: Director of Operations
Works With: Executive Pastor, Financial Oversight Committee
Primary Purpose: Provide leadership, direction, and management of all finance and accounting operations within a multi-site environment.

Key Responsibilities

- *Weekly/Monthly Functions:*
 - Responsible for maintaining the QuickBooks accounting system. Perform full (nonprofit) general ledger accounting procedures including reconciliations
 - Responsible for maintaining the Fellowship One donor system and reconciliation to the accounting system
 - Responsible for managing all receipts to include donations and payments for various ministry events
 - Responsible for accounts payable
 - Responsible for payroll processing
 - Assist donors with various types of giving (e.g. online, stock and other asset donations)
 - Prepare and analyze weekly/monthly ad-hoc financial/accounting reports for the various ministries and the Elder Board

- *Quarterly/Yearly Functions:*
 - Assist with creating and distributing donor statements
 - Assist with forecasting, planning and budgeting efforts
 - Oversee the annual audit performed by independent auditors
 - Prepare and file annual returns (e.g. sales tax return, 1099's)

- *General Finance and Accounting Functions:*
 - Assist in development of strategic financial planning and analysis
 - Serve as the liaison between Park and its financial partners (banks, investment firms, merchant providers)
 - Coordinate, develop and implement processes to achieve accounting standards effectively and efficiently
 - Develop / assure strong internal control policies and guidelines for activities of accounting, budget administration, and cash management
 - Maintain requirements for membership in the Evangelical Council for Financial Accountability (ECFA)

Required Experience and Skills

- CPA certification (or in the process of obtaining CPA certification)
- 3 or more years of finance and accounting experience
- BA/BS degree in Accounting
- Proficient knowledge of MS Excel
- Strong analytical and problem solving abilities
- Strong organizational skills and detail-oriented
- Strong verbal and written communication skills
- Proven ability to effectively manage time and to prioritize workload

Preferred Experience and Skills

- Internal audit experience
- QuickBooks experience
- Fellowship One (donor software) experience

Personal Requirements

- To be in a small group and/or have an accountability partner
- To be intentionally fostering a deeper relationship with Jesus Christ through your time in the Bible, prayer, and Christian community
- To become a Park Partner and to abide by the by-laws indicated in our partnership book
- To reflect Christ in your words and actions in your personal life and ministry. You will be looked up to as you model the Christian faith. Leadership is a high-calling and the way you live your life should reflect the Gospel. (Living lives of holiness, purity, and free from addictions)
- To be **confidential** and **trustworthy** with people's sensitive information
- To reside within the city limits of Chicago

Contact

To learn more about this job opportunity, please contact Human Resources at 312-361-0517 or employment@parkcommunitychurch.org.