**South Carolina Baptist Convention**

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| Job Title | Accounting Manager |
| Reports to | Director of Accounting |
| Status | 🞏 Exempt ⌧ Non-Exempt ⌧ Full-Time 🞏 Part-Time (check one) |
| Salary Band |  |

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| Duties and Purpose |

* Processes payroll and payroll tax deposits.
* Prepares and posts journal entries to the accounting system.
* Reviews work generated by Accounting Assistants for income received, payment requests, expense reports, bank drafts, and adjustments for any related items.
* Reviews monthly contribution closing reports and uploads them to the website.
* Reconciles all petty cash, credit card, bank, and investment accounts.
* Tracks all asset acquisitions and disposals.
* Responsible for preparing and posting month end closing entries.
* Prepares monthly financial statements.
* Assists in development, implementation, and training of new accounting software and procedures.
* Performs such other tasks as requested by the Director of Accounting.

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| Qualifications |

Qualifications include:

* Holds a college degree in accounting and has at least five years of relevant work experience and strong administrative skills.
* Has a reputation for honesty, integrity, confidentiality, and responsibility in all matters.
* Is an active member of a local Southern Baptist church that is in friendly cooperation with the South Carolina Baptist Convention and Southern Baptist Convention and faithfully contributing through Cooperative Program in support of convention work.
* Adheres to the core values of the SCBC.
* Adheres to vision and mission statement of the SCBC.
* Is committed to the promotion of the Cooperative Program.
* Agrees to abide by a high standard of moral and ethical behavior that will positively represent the vision and values of the SC Baptist Convention.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Direct Reports |

None

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |