



Community of Christ

Central USA Mission Center Position Description

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| Date | September 24 2020 |
| Title | Accounting and Human Resources Supervisor |
| Education Requirements | Bachelor's Degree, Accounting preferred |
| Experience Required/Desired | Minimum of ten years successful and progressive management experience in accounting and human resources |
| Immediate Supervisor | Central Mission Center Financial Officer |
| Employment Status | <input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text. |

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| Summary of Position <i>(3-4 sentences describing the position in general terms)</i> | Central USA Mission Center of Community of Christ is looking for a talented, motivated, and detail-oriented individual to supervise the day-to-day accounting and human resources processes of the Mission Center and its affiliates. We serve 33 congregations, one campground, one RV Park, a youth sports program and multiple facilities. |
| Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i> | <ol style="list-style-type: none">1. Coordinate the day-to-day tasks of all team members, balancing skill sets available with established and new process requirements, with the goal of creating an effective work team.2. Lead through example by maintaining positive working relationships with all employees and volunteers, and by regularly working along-side them, performing tasks when they are not available.3. Examine existing systems, methods, and reports with the goal of continuous improvement in the financial accounting and human resources processes.4. Respond to on-going needs and special requests for information by coordinating team workflow with the goal of meeting all due dates.5. Follow policies and procedures of the church and regulatory groups with the goal of full compliance in all activities. |

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| | <p>6. Ensure cross-training of self and team members to provide for ease of process transferal during team member vacations and sick leave.</p> <p>7. Provide accounting management support for congregations with the goal of assisting the congregational financial officers with accounting and reporting responsibilities, as needed.</p> <p>8. Ensure accuracy of general ledger entries, reconciling Balance Sheet accounts quarterly.</p> <p>9. Provide support for internal audit processes.</p> <p>10. Timely and effective communication of International Headquarters information to Congregational Financial Officers.</p> <p>11. Responsible for all other duties that may be assigned.</p> |
| <p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p> | <p>1. Experience, knowledge and understanding of accounting principles; non-profit fund accounting experience preferred.</p> <p>2. Excellent business management and analysis skills within a dynamic and complex organization with attention to detail.</p> <p>3. Excellent communication skills: verbal, written and listening.</p> <p>4. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software.</p> <p>5. Ability to recognize, report and resolve situations out of the ordinary or out of compliance.</p> <p>6. Understanding of the importance of confidentiality and integrity.</p> <p>7. Excellent customer service skills and interpersonal savvy</p> |
| <p>Supervisory Responsibility</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Two full time experienced team members.</p> |
| <p>Other Duties</p> | <p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p> |
| <p>Registered Youth Worker</p> | <p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p> |
| <p>Grade <i>(To be filled out by Human Resource Ministries)</i></p> | <p>N/A</p> |
| <p>Ministerial Status <i>(to be determined by Human Resource Ministries)</i></p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
| <p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p> | <p><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt</p> |