

Baptist Mid-Missions' Global Ministry Center

Position Description



Position: Accounting Manager

Department: Accounting

Supervisor: Treasurer

Category: Exempt

Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

Personnel Profile

Accounting Department staff will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Serving in the Accounting Department requires adherence to policy, discretion with confidential information, and cooperation in all assignments. Successful personnel will value integrity, donor relations, and teamwork. They will accurately and dependably complete defined tasks. They will sense their role in fulfilling the department's comprehensive objective of managing all department tasks with excellence. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Training and Experience

- Bachelor's degree in accounting or equivalent in work experience
- Previous experience in accounting with supervisory responsibilities

Responsibilities

- Supervise and direct the day-to-day activities of the accounting department
- Provide leadership and guidance to the accounting staff
- Encourage a culture of collaboration and productivity within the accounting department
- Ensure accuracy and integrity of financial records
- Manage missionary expense reporting process
- Manage Accounts Payable process
- Manage Accounts Receivable process including daily deposits and donor receipting
- Manage accounting transactions between US and Canadian offices
- Communicate with donors and missionaries, resolving issues with contributions
- Identify areas for improvement and manage implementation of such measures
- Assist Treasurer with other financial matters as needed

Skills

- Proven experience in accounting or financial roles
- Experience in utilizing financial software and tools for analysis and reporting
- Proficiency in Microsoft Office Suite, particularly Excel and Word
- Leadership skills with the ability to effectively manage and guide a team
- Effective written and verbal communication skills, both internally and externally
- Meticulous attention to detail in financial record-keeping and reporting with an ability to resolve issues
- Time management: ability to multi-task and complete tasks in an organized and timely manner
- Team-mindset: willingness to cross-train and assist others