

# **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title: Accountant Department: Administration

Reports To: Chief Financial Officer Salary Range: Negotiable; Full-Time +Benefits

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## **Position Summary:**

Responsible for the oversight of the financial systems for an innovative, thriving non-profit ministry that serves the Camden community, with the focus on children and youth. The position includes the organization and management of all financial information, establishing appropriate systems for inputting, reporting, budgeting, staff training and controlling financial purchasing, spending, and tracking. The person will interface with senior and board management, as well as mid-level managers and directors. This person will manage the business manager/bookkeeper.

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## **Essential Job Functions:**

1. Create monthly budget reports and systems for board and management utilization
  2. Oversight of accounts payable and receivable for organization, including tuition receipt for two schools
  3. Manage all checking, savings and investment accounts
  4. Manage cash flow and create trend/cash flow exports and projections
  5. Create systems and controls for all spending, budgeted, non-budgeted and petty cash
  6. Prepare data for annual audit and ensure that the financial records are consistent with the recommendation of the auditors
  7. Develop and implement an approach for long range financial planning
  8. Lead annual budgeting process
  9. Maintain compliance with federal and state rules regarding tax-exempt status and accounting for non-profit organization
  10. Oversee and complete as necessary documentation associated with the IRS, EFCA, State Agencies and other oversight agencies
  11. Provide training for staff as needed in reading and interpreting financial statements and expense vs. budget reports
  12. Meet as requested with Finance Committee to review UPM financial status
  13. Develop financial policies and procedures, to be reviewed and approved by senior management
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## **Essential Job Requirements:**

EDUCATION    Bachelors degree Accounting degree; CPA or MBA preferred

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EXPERIENCE    Minimum 5 years of non-profit accounting experience; some supervisory experience

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**REQUIRED SKILLS**

- Experience in QuickBooks and Excel
  - Knowledge of applicable laws, codes and regulations
  - Strong verbal and written communication skills
  - Strong interpersonal, supervisory and customer service skills required
  - Ability to multi-task, work under pressure and meet deadlines required
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**PREFERRED SKILLS**

Minimum of 5 years of experience in the management of non-profit financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice

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**PHYSICAL REQUIREMENTS**

Lift 2 lbs -5 lbs

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