



24205 SE Issaquah Fall City Rd
Issaquah, WA 98029

ACCOUNTING MANAGER JOB DESCRIPTION

VISION FOR THE FINANCE DEPARTMENT

The vision for the Accounting Manager is to support the ministries of Eastridge Church by managing the financial activities of the organization and by providing accurate and timely financial information to management and Board.

ROLE IN MINISTRY:

Serves to bring a spirit of excellence to the Finance Department by performing the following functions:

1. Coordinating, planning and reporting on financial activities
2. Overseeing daily operations of Finance Department
3. Developing and implementing financial policies and procedures
4. Establishing and maintaining Finance Department internal and outsource staff to accomplish department goals
5. Coordinating and managing the annual audit process
6. Coordinate and prepare monthly financial statements and other internal reports
7. Coordinating and directing the preparation of the annual budget
8. Monitoring and analyzing monthly operating results against budget
9. Ensuring compliance with all federal, state and local tax laws
10. Developing and maintaining chart of accounts
11. Working on special projects, as needed

CONTROLLER QUALIFICATIONS

- BS/BA in accounting, finance or related major
- 5+ years relevant work experience (Not-for-profit experience preferred)
- Strong computer skills (Excel, Word, Quick Books and other online)
- Strong communication and interpersonal skills
- Ability to assess and prioritize multiple projects, tasks and demands
- Self directed, highly motivated, flexible and positive
- Personal alignment with the mission and values of Eastridge Church
- Must maintain confidentiality of information

REPORTS TO: Business Director