



INDEPENDENT
PRESBYTERIAN CHURCH

Accounting Manager

Reports to: Executive Director, Finance

Status: Full Time, Exempt

To apply, please send a cover letter and resume to foundation-careers@ipc-usa.org.

About This Role

The accounting manager is responsible for maintaining accurate finances for the church. This person is responsible for contributions and other receipts, payroll and employee benefits, accounts payable, and accounting activities of the church.

Primary Responsibilities and Tasks

General Ledger: maintain accurate and up-to-date financial records within a company's general ledger. This role involves creating and posting journal entries, reconciling accounts, preparing financial statements, and ensuring compliance with accounting principles and regulations.

Payroll and Employee Benefits: provide information to third party payroll company to ensure accurate and timely processing of payroll and benefits, ensure compliance with regulations, maintain accurate records, distribute W2's, maintain onboarding and exit information for personnel files.

Accounts Payable: process vendor invoices, reconcile statements, ensure timely payments and annually process 1099's. Managing cash flow, maintaining vendor relationships, and ensuring compliance with payment terms and financial regulations is an important aspect of this job.

Contributions and Other Receipts: accurately record and manage all incoming cash and non-cash contributions. This includes processing receipts, reconciling bank statements, and maintaining detailed records of financial transactions related to donations, investments, and other forms of income. The manager has a crucial role in ensuring the integrity and accuracy of the organization's financial statements.

Other responsibilities: Provide information as requested by auditors, record capital acquisitions and deletions annually, and provide assistance on special projects and other duties as needed.

Education, Experience, and Personal Characteristics

- BS in Accounting or equivalent
- CPA a plus
- Minimum of 3 to 5 years of experience in accounting

- This role requires strong organizational skills, attention to detail, an understanding of accounting principles, the ability to work independently and to communicate effectively in written and verbal form, and a willing spirit to serve the ministries of the church

Your Team

Works closely with the Executive Finance and Foundation Director, Stewardship and Grants Manager, and the Director of Administration and Operations. Attends Finance Ministry Team meetings and works in a collaborative fashion with all staff members.

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the Church and Highland Hall.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check and reference check.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

The Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, physical or mental impairment, or any other category protected under federal, state, or local law.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.