

Regional Financial Accountant II

Please apply online at this link:

<http://www.cmalliance.org/jobs/national-office/employment/regional-financial-accountant-ii/>

- Full-time
- Onsite in Colorado Springs
- Under the general direction of the Regional Leadership Couple and the director for International Accounting
- This position is responsible for performing bookkeeping and financial oversight duties for individual teams/fields while serving as liaison between the Regional Leadership Couple and International Accounting

The Christian and Missionary Alliance (C&MA) is seeking an experienced regional financial accountant. This is a full-time, position that can be located either in the United States or overseas (to be determined). This position is responsible for performing bookkeeping and financial oversight duties for individual teams/fields while serving as liaison between the Regional Leadership Couple and International Accounting. In the performance of his/her responsibilities, this position supports the overall mission of the C&MA as described below.

Requirements:

- High school graduate or equivalent
- 2–4 years of college in a specialized area such as accounting, finance, or business
- 3–5 years of experience in a similar occupation
- Working knowledge of Microsoft Outlook, the Internet, Word, Excel, Microsoft Dynamics GP/Management Reporter, CSSI, and other software as required
- Working knowledge of Microsoft Office including Outlook, Word, Excel, QuickBooks, Microsoft Dynamics GP/Management Reporter, CSSI, and other software as required
- Ability to utilize computerized software applications and operate various office equipment such as telephone, computer, printer, copier, fax, scanner, and calculator
- Demonstrates critical thinking skills and decision-making in a fast-paced, constantly changing international missional environment
- Requires some overseas travel

Preferred Qualifications:

- Certified public accountant or equivalent experience

Responsibilities:

- Performs bookkeeping duties for individual fields, including accounting for the use of multiple foreign currencies
- Serves as the liaison between the regional leadership couple and field bookkeepers by responding to financial questions and providing training, feedback, and financial oversight
- Serves International Ministries, International Accounting, workers, and constituency by responding to financial questions, feedback, and regional financial oversight
- Exercises independent discretion and judgment involving financial matters
- Demonstrates critical thinking skills and decision-making in a fast-paced, constantly changing, international missional environment
- Conducts worker training in bookkeeping, accounting, computer-related financial/operational systems, and C&MA/International Ministries policies and procedures
- Provides accounting support including facilitation of general ledger journal entries, account reconciliations, disbursement of funds, receipt of revenues, financial research, budget reporting, individual worker accounts, expense reimbursements, purchase-card reconciliations, and maintenance of general ledger and financial reporting systems
- Receives QuickBooks and other electronic data files from sites, reviews monthly entries and closes books for sites, and generates and reviews financial reports as required by regional director and director for International Accounting
- Enhances and oversees the electronic transmission of financial reports to the Regional Office and C&MA National Office
- Designs specialized financial reports for fields, teams, and C&MA National Office
- Provides financial bookkeeping services for teams/fields as needed while providing bookkeeping support for teams/fields
- Supports and assists with development of technological systems
- Troubleshoots financial and operational system problems
- Coordinates and participates in the annual budgeting process
- Works with financial bookkeepers and leaders to create budgets
- Coaches teams/fields on creation and implementation of budget
- Provides oversight and accountability for team/field finances
- Ensures that appropriate financial recordkeeping is being done at all team/field locations

- Reviews regional/team/field financial policies and procedures and makes recommendations for changes as necessary
- Conducts internal audits of teams/fields, assists teams/fields with preparation for external audits, and coordinates information required for C&MA consolidated audit reporting
- Requires travel approximately 10 percent of the year, including:
 - Meeting with teams/fields to review budgets, providing training and assistance and developing financial plans
 - Performing internal audits
 - Attending personal/professional development conferences, including Regional Financial Accountant gatherings
 - Attending regional gatherings and Field Forums as required

The C&MA is an evangelical denomination committed to planting churches both in the United States and internationally. The C&MA is committed to world missions, stressing the fullness of Christ in personal experience, building the Church, and preaching the gospel of Jesus Christ to the ends of the earth. The ultimate goal of all programs, functions, and activities undertaken by the C&MA is to further the foregoing purposes and to give spiritual and organizational support to all general members of the C&MA, so that they are free to preach the gospel, to plant churches, and to hasten the return of the Lord and Savior Jesus Christ.

Because of the C&MA's primary and exclusive Christian and religious purposes, the C&MA will employ only individuals who:

- Profess a personal belief in Jesus Christ as personal Savior; and
- Accept and live in accordance with the C&MA Statement of Faith, and
- Are active participants in a local evangelical Christian church; and
- Accept and abide by the Policy on Alcohol and Marijuana Use; and
- Accept and abide by the Statement on Human Sexuality