



Ministry Accountant Job Description

Reports to: RMF Accounting Director
Employment Status: Exempt or Non-Exempt

ABOUT THE ROCKY MOUNTAIN FOUNDATION

The Rocky Mountain Foundation (RMF) is a ministry that supports financial needs of churches and ministries throughout the Rocky Mountain region. Our purpose is to provide expertise and high-quality financial services to ministries so that they may spend more time and energy advancing the Gospel of Jesus where they are called.

A department of RMF is the Ministry Accounting HUB. The HUB provides independent accounting support for ministries, helping to ensure GAAP as well as best practices in ministry finance are followed. Our accountants are assigned ministries to develop invaluable ministry partnerships based on consistent service and relationships.

MINISTRY ACCOUNTANT POSITION SUMMARY

This position is responsible for supporting assigned ministries with quality accounting support. The primary responsibilities include contributions, accounts payable, and payroll management. In addition, the position is responsible for producing accurate and timely bank reconciliation and financial statements for assigned ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for all finances for assigned ministries including contribution tracking and record keeping, accounts payable and receivable and monthly/quarterly/yearly financial reporting
- Maintain records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable and receivable
- Communicate clearly and proactively with ministry partners
- Oversee bank and investment accounts including reconciliation
- Collaborate with RMF teammates and Accounting Director
- Establish and maintain confidential financial files
- Assist with year-end contribution reporting
- Respond to various information requests from ministries, leadership, and staff



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- Processing payroll and payroll tax reporting
- Additional duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to Rocky Mountain Foundation mission statement, values, and confessions of faith
- Must be able to uphold and support the mission statement, values, and confessions of faith
- Must be able to maintain absolute confidentiality and integrity
- Communicates with effectiveness and savvy to internal and external partners
- Demonstrates ability to build rapport and develop strong relationships
- Ability to effectively apply analytical and problem-solving skills
- Track record of reliability, dependability, and conscientious work habits
- Analytical with an aptitude for numbers
- Ability to work independently with little supervision
- Ability to organize and prioritize effectively
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Ability to discern between routine matters and those requiring immediate attention
- Computer literate with proficiency in Excel, Word, Pages, Keynote/PowerPoint, Web administration and scheduling

PREFERRED SKILLS

- Expertise and proficiency in GAAP
- Computer literate with the ability to pick up new programs and applications quickly and easily
- Experience with ministry-specific finance and accounting guidelines
- QuickBooks Online proficiency and certification
- Bachelor's degree in related field is a plus, equivalent of education and/or experience will be considered

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required



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to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.