



## Accounting Director Job Description

Reports to: RMF President  
Employment Status: Exempt  
Salary Midpoint: \$85,000 annually

Key Benefits: RMF retirement contribution of 10% annual salary  
RMF pays 100% of Benchmark plan Health & Dental Premiums  
Up to 4 weeks paid time off in first year

### 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.

### ACCOUNTING DIRECTOR POSITION SUMMARY

This position is responsible for leading RMF's team of accountants as they support their assigned ministries. The primary responsibilities include leadership, team member development, ensuring high quality results, capacity management of the Accounting HUB. The Accounting Director will work closely with the President and other relevant leaders within the Rocky Mountain Foundation to fulfill the overall mission of serving ministries within the Rocky Mountain Region.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Accounting HUB Management:**
  - Oversee all regular accounting functions including accounts payable/receivable, general ledger, payroll, and financial reporting for RMF HUB partners



- Ensure accounting policies and procedures are developed, maintained, and followed to ensure compliance with applicable requirements. Ensure standards, processes and outcomes meet applicable GAAP standards
- Ensure accurate and timely financial statements and reports are prepared for internal and external stakeholders.
- **Budgeting and Forecasting:**
  - Assists with the annual budgeting process in collaboration with other RMF leaders
  - Monitor budget performance and provide regular budget analysis and recommendations to the President.
- **Audit and Compliance:**
  - Support annual audits for success and all tax filings, ensuring compliance with regulatory requirements.
  - Ensure compliance with federal, state, and local regulations related to nonprofit organizations and accounting practices.
  - Respond to results of internal controls to ensure processes and procedures are executed correctly.
- **Financial Strategy and Support:**
  - Ensure quotes for prospective HUB clients are accurate and timely, and oversee annual pricing evaluations and adjustments.
- **Team Leadership and Development:**
  - Supervise and mentor accounting staff, fostering a culture of accountability, professionalism, and continuous improvement.
  - Set clear expectations, conduct performance evaluations and provide opportunities for professional development.
  - Ensure team is trained for systems, processes and activities necessary to perform duties. Invest in team members through regular ongoing coaching and continuing education programs.
  - Maintain Recruiting pipelines, and ensure staffing levels are adequate to meet the needs of Ministry Partners in the HUB
- **Ministry Partner Service and Development**
  - Proactively inspect the experience of ministry partners, seeking out feedback to ensure they are surprised and delighted.
  - Actively participate in issue resolution, supporting both team member as well as partner needs.
  - Participate in occasional in-person events to enhance and expand ministry partnerships.
  - Actively respond to potential partner inquiries, ensure accuracy in quoting process.
  - Oversee Welcome team processes to ensure new partners are onboarded successfully.



- 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
- High ethical standards and integrity
- Strong leadership and team management skills.
- Detail-oriented with a focus on accuracy and quality.
- Ability to lead and work effectively under pressure and meet deadlines.
- Bachelor's degree in accounting or business administration required.
- Minimum of 2 years general accounting experience.
- Must have knowledge of procedures relating to accounts payable, payroll and nonprofit accounting
- Able to interact with company personnel, vendors, and other internal and external parties with team-based professionalism and courtesy.
- Must be able to maintain absolute confidentiality and integrity
- Demonstrates ability to build rapport and develop strong relationships
- 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
- Computer literate with proficiency in Excel, Word, PowerPoint, SharePoint, Teams

## PREFERRED SKILLS & EXPERIENCE

- 1 - 2 years supervisory experience
- Nonprofit experience a plus
- Expertise and proficiency in GAAP
- Experience with ministry-specific finance and accounting guidelines
- QuickBooks Online proficiency and certification
- Masters of Accounting or MBA
- CPA or CPA candidate



**ROCKY MOUNTAIN**  
FOUNDATION

## 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 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.