



### **JOB DESCRIPTION**

Position: **Miles Ahead Controller**  
Reports to: **Executive Director**  
Position Status: **Part-Time, Non-Exempt**

DEPARTMENT: **Accounting**  
EFFECTIVE: **July 2010**  
POSTING: **July 8, 2010**  
1<sup>ST</sup> CLOSING DATE: **July 15, 2010**

### **Position Summary:**

The Miles Ahead Controller is responsible for the day-to-day financial operations of the ministry. This person will provide timely and relevant information and reporting to assist the decision making process of management and board.

### **Job Responsibilities and Duties:**

1. Accounts payable – process all invoices and pay all invoices.
2. Cash receipts – process all donations and other cash receipts which include updating each donor’s records, preparing deposits, and reconciling each deposit for accuracy between deposit total (bank) and each individual’s record (computer).
3. Prepare and monitor corporate budgets.
4. Prepare monthly Miles Ahead financial statements for review by management.
5. Prepare and book payroll journal entries. This involves those paid directly by Miles Ahead and potentially some compensation paid by the Rock Church.
6. Financial analysis and special projects, as needed.
7. Help with areas of the Miles Ahead Festival process as related to accounting.
8. Manage year-end audit of financial statements.
9. Assist with planning and implementation of Miles Ahead fundraising events. This involves preparation of budgets and periodic monitoring of budget vs actual to give management current information. Also, provide final budget vs actual reporting to evaluate the overall outcome of the event.
10. Prepare end of year contribution statements to be mailed out to all donors.
11. Maintain donor data base.
12. Account for Festival Volunteer payments and donations.
13. Assist in preparing and pricing travel packages for Festival Volunteers.
14. Reconcile all intercompany transactions involving all related entities.
15. All other aspects of the ministry that involve financial information.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Executive Director and Chief Financial Officer.

### **Job Skills and Requirements:**

1. Bachelor’s degree in accounting.
2. Three years experience in the field.

3. Proficient on the 10-key.
4. Pleasant personality (i.e., speaking to people on the phone, visitors and staff).
5. Ability to use good judgment.
6. Experience in conflict resolution.
7. Ability to recognize and maintain confidentiality as appropriate.
8. Ability to meet deadlines and handle stress.
9. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage.
10. Familiar with Quick Books Accounting software.
11. Working understanding of donor database software, preferably Fellowship One.
12. Strong verbal and written communication skills. Legible writing skills.
13. Strong organizational skills.
14. Self-motivated and flexible.
15. Ability to work independently and in a team-oriented environment.

**Expectations of Staff:**

16. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
17. For all grievances, follow Matthew 18 and Ephesians 4:15.
18. Proactive participation in the Strategic Ministry Model.
19. Successful completion of a background check.
20. Pleasant and professional personality and appearance.
21. Regular attendee of a Rock Weekend service.
22. Regular involvement in Rock Church activities, ministries and events.
23. Attendance at all mandatory meetings (and events, as needed).
24. A tithe of 10% to the Rock.
25. Signed acknowledgement of the Rock Church Statement of Faith.
26. Adheres to policies and procedures as stated in the Rock Church employee handbook.
27. Registered and active in the Rock A.R.M.Y.

**Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.