



Accounting Director

ABEC is a non-profit Christian based organization affiliated with the denomination American Baptist Churches in the USA (ABC). ABEC is a financial organization with a mission. Our mission is to assist churches with capital projects by providing financing for those projects. ABEC is seeking an accounting director. This position is responsible for assisting in the day to day processing of account information that permits the accurate keeping of loan, investment and vendor records. A person in this position assists investors and borrowers all over the United States and in Puerto Rico in meeting their financial needs while making sure that the organization keeps excellent records. In this responsive, diverse environment there is the opportunity to gain new skills and sharpen others. Benefits are attractive.

Accounting Director Job Responsibilities:

- Supports organization financial and mission objectives by providing financial analyses and recommendations.
- Develops accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations for strategic thinking and direction, and establishing functional objectives in line with organizational objectives.
- Establishes accounting operational strategies by evaluating trends, establishing critical measurements, determining customer-service strategies, designing work processing systems, investing and accumulating resources, resolving problems, and assisting with implementing change.
- Provides financial projections by coordinating budget/forecast preparation, collecting, analyzing, and consolidating financial information, and advising with the collection and analysis of data.
- Prepares summary financial information for Board of Director meetings
- Maintains sufficient funds by forecasting cash requirements and obligations.
- Maximizes margins by recommending product and service pricing policies.
- Communicates with investors, local church leaders as well as ABC regional and national staff

- Masters the loan, investment and financial reporting software system as a power user.

Executive hours vary according to the immediate needs of the organization. However, the office is generally open between the hours of 8:30am and 6pm. Our constituents are in each time zone in the US which means there can be as much as a 4-hour time difference. ABEC offers PTO, vacation and major holidays. In addition, we participate in a generous 403B retirement plan. ABEC does offer flexibility to work from home one day per week. After six months of work exclusively in the office a work from home day can be selected in consultation with the President.

Accounting Director Qualifications/Skills:

- Communication skills
- Leadership
- Teamwork
- Interpersonal skills
- Comprehensive knowledge of GAAP
- State, federal and sales tax laws
- Computer accounting software skills
- Project management skills
- Attention to detail
- Ability to work well under stress
- Focused on results
- Mindful of deadlines

Education and Experience Requirements:

- BS or BA in accounting
- Three to five years of relevant accounting experience
- CPA preferred
- Series 63 or 7 license preferred or successful acquisition within 3-6 months of employment required
- Project management experience
- Experience in accounts payable and accounts receivables

Email cover letter, resume and salary requirements to the attention of Laura Miraz, PhD, laura.miraz@abhms.org