



CORAM DEO

BIBLE CHURCH

JOB DESCRIPTION: **Accounting Coordinator**

SUMMARY: The Accounting Coordinator supports the financial and administrative operations of the church and its affiliated private school. This role works closely with the Business Manager and Executive Pastor to ensure accurate financial record-keeping, timely administrative support, and smooth day-to-day accounting functions. The ideal candidate is detail-oriented, organized, discreet, and aligned with the mission and values of the church.

REPORTS TO: Business Manager **STATUS:** Exempt/FT **SUPERVISORY ROLE:** No

QUALIFICATIONS:

Required:

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field (or equivalent experience)
- 2+ years of experience in accounting, bookkeeping, or administrative finance roles
- Strong attention to detail and accuracy
- Proficiency with accounting software and Microsoft Excel
- Ability to handle confidential information with integrity and discretion

Preferred:

- Experience working in a church, nonprofit, or school environment
- Familiarity with fund accounting or nonprofit accounting principles
- Experience with payroll systems and tuition management software

PERSONAL & PROFESSIONAL ATTRIBUTES:

- Strong organizational and time-management skills
- Clear communicator with a servant-hearted mindset
- Ability to manage multiple priorities in a collaborative environment
- Self-motivated with a commitment to excellence and accountability
- Member of Coram Deo Bible Church

PHYSICAL & WORK ENVIRONMENT REQUIREMENTS:

- Ability to work in an office setting with standard computer use
- Occasional evening or weekend hours may be required during peak periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting & Financial Support (Church and School)

- Perform basic accounting functions including:
 - Accounts payable and receivable
 - Processing invoices, reimbursements, and expense reports
 - Entering and maintaining financial transactions in accounting software
- Support monthly and year-end financial close processes
- Assist with budget tracking, reporting, and variance monitoring
- Maintain accurate and organized financial records in accordance with internal controls
- Support audit/review preparation and documentation as requested

Church Administrative Support

- Provide administrative support to the Business Manager and Executive Pastor
- Assist with scheduling, correspondence, document preparation, and filing
- Support leadership teams with financial materials as needed

School Accounting Support

- Assist with tuition billing, payments, and account reconciliation for the school.
- Support financial reporting and record-keeping specific to school operations
- Coordinate with school leadership to ensure accurate financial communication

Systems, Compliance & Process Support (Church and School)

- Follow established financial policies and procedures
- Assist with improving accounting workflows and administrative processes
- Ensure compliance with church policies, applicable regulations, and best practices
- Assist with financial operations coordination between Church and school as needed

IN GENERAL: This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Bible Church and Coram Deo Academy.
