



**LOVE  
WHAT  
YOU DO.**



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**FAITH CHAPEL**  
ACCOUNTING MANAGER  
JOB PROFILE



**CONNECTED.  
RESULTS-DRIVEN.  
BEST IN CLASS.**



## THE FAITH CHAPEL STORY

Faith Chapel is a non-denominational family that is one church in two locations. Our central campus is in Birmingham, AL—an affordable, family-friendly city that is one of the largest in the state and still expanding. Our second campus location was launched in the fall of 2019 in Columbus, GA—a military town that is the 3rd largest city in GA. At Faith Chapel, the mission and vision is “to grow people up through God’s Word to Reflect Jesus.”

Faith Chapel launched in April 1981 in the 4-room home of its Founding Pastor, Mike Moore. Over several decades, through God’s faithfulness, Pastor Mike developed what began as a small home-based Bible study into a growing congregation of thousands committed to transforming lives and families through its weekly worship services, local outreach, and national television broadcast. In December 2002, Faith Chapel completed construction on its \$16 million, 3,000-seat “WordDome” worship facility, which through God’s help, the church paid for entirely debt free. In 2010, the church completed construction on another of its major building projects—a \$27 million family activity center known as “The Bridge.” Consisting of six interconnected Domes, The Bridge houses many amenities including a 12-lane bowling alley; a Christian teen dance club; a smoke-free and alcohol-free Christian adult event facility; an indoor playground for children; a fitness center complete with strength training equipment, an indoor track, and basketball courts, and a lobby area with a centrally located climbing wall. The vision of The Bridge is to provide a safe place where people of all ages can form life-giving relationships. The facility serves as a strategic tool used by Faith Chapel to “bridge” the gap that exists between those far from God in the community and the local church.

In June 2022, Pastor Mike announced a new season of ministry as he transitions out of his role as the Senior Pastor of Faith Chapel at the end of 2022. On January 1, 2023, his son, Michael K. Moore will assume the Lead Pastor role. The leadership and members of Faith Chapel have embraced this new beginning and are excited to walk by faith into a fresh vision, knowing that our best days as a church are still ahead!



# FAITH CHAPEL

## CORE VALUES

### + GOD'S WORD

- Behavior: We commit to let God's Word guide our everyday lives

### + PEOPLE

- Behavior: We aim to love people the way God loves people

### + TEAMWORK

- Behavior: We work together to achieve more than we could alone

### + EXECUTION

- Behavior: We get things done with integrity and excellence





## **JOB SUMMARY**

The Accounting Manager at Faith Chapel will be responsible for managing the general ledger accounting and accounts payable functions. They will assist with the development of the overall strategic planning, performance goal setting, and objectives for the Accounting Department as well as establish a high level of credibility and manage strong working relationships with external parties including customers and advisors.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Supervision**

- Provide strategic vision, manage, and advise staff assigned to the contributions, general ledger accounting, accounts payable, and purchasing functional areas.
- Oversight and accountability for all aspects of Team, including technical development, professional development, coaching/mentoring
- Effectively delegate and foster an environment conducive to learning and cross-training.
- Maintain oversight of volunteers and cash receipt functions of this team.

### **Payroll**

- Ensure necessary entries are captured in the General Ledger based on reporting provided by Human Resources

### **Cash Management**

- Monitor weekly cash flow and submits monthly cash flow and bank balances report to Executive Director
- Monitor revenue and expenses on a weekly basis and makes recommendations to Executive as needed.
- Assist with the assessment of debt financing needs for major projects and/or equipment purchases.

# ESSENTIAL DUTIES & RESPONSIBILITIES

## **Budgeting**

- Assist with the annual budget process as needed.

## **Financial Management**

- Assist with the development of the company's financial strategy across all areas, challenge assumptions and decision-making when appropriate, and provide financial analysis and guidance.
- Lead the external audit process; including ensuring staff in various functional areas prepare the necessary analysis and reconciliations for the external audit.
- Reviews and approves journal entries prepared by staff.
- Assist in the development of written policies and procedure manuals that are consistent with Generally Accepted Accounting Principles (GAAP).
- Ensures the integrity of the overall general ledger preparation.
- Assist in the establishment and execution of best accounting practices to comply with excellent internal controls.
- Ensures the accuracy and timeliness of the monthly and annual financial package distribution to management.
- Coordinate the preparation and distribution of specific financial & statistical period end, budget, and board reports.
- Initiate change management and other process improvements to maximize productivity and efficiency within the division.

## **Banking Relationships**

- Maintain the company's banking relationships with various banking institutions.
- Oversee the company's credit cards systems, including selecting appropriate vendors for credit or purchasing cards.



# PERSONAL PROFILE

## Important Competencies

- Critical Thinking
- Financial Management
- CPA
- Self-starter

# CANDIDATE COMPETENCIES

- Strategic thinker
- Analytical
- Excellent English Communication skills, both verbal and written
- Ability to handle high levels of pressure and critical decision-making
- High Integrity and openness combined with commitment to good governance



## **BIRMINGHAM, ALABAMA**

Birmingham, Alabama is a great Southern metropolitan city that is on the rise. Young professionals are attracted to move here because of an abundance of career opportunities and a low cost of living (we were recently ranked as one of the nation's ten most affordable cities).

The South is synonymous with its food, and Birmingham's robust restaurant scene has plenty of acclaimed restaurants to please any foodie.

A growing tech/entrepreneurship scene is emerging within the city, anchored by Innovation Depot. Locally founded companies like Shipt have experienced rapid success here in recent years.

From local concerts to historic museums to local sports (Birmingham Barons minor league baseball + UAB athletics + The Birmingham Legion professional soccer club) to outdoor food markets, the Magic City is one of the U.S.' most creative, affordable, and lively places to live.



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## CANDIDATE PROFILE

- Solution-oriented
  - Innovative
  - Ability to collaborate well with others
  - Good attitude
  - Has a value of prayer
  - Willing to submit to delegated authority
  - Servant's heart
  - Ability to navigate multiple projects simultaneously
  - Openness to new ideas
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# We love what we do!

*Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.*

**Our vision is transformation & our mission is**

*Transforming people + organizations*

## Values



### Fun

We will laugh hard & often.



### Generosity

We will give & not take.



### Integrity

We will be the same in public & private.



### Team

We are better together.



### Simple

Complexity is the enemy of growth.