



UNION CHURCH
OF MANILA

OPPORTUNITY TO SERVE AT UCM

Union Church is currently looking for someone to serve the church as Accounting Manager.

Interested parties may send their CVs to Dix Roa, Church Administrator.
Email: ucmadmin@unionchurch.ph. Telephone: 88126062 local 211.

Position Title : Accounting Manager

Reports To : Church Administrator

Benefits:

- Group Life & Accident Insurance
- HMO
- Annual Medical Check-up
- Medicine Reimbursement
- Retirement Plan
- Meal Allowance
- Rice Allowance
- Birthday Gift
- Paid Vacation Leave: 10-15 days depending on years of regular service
- Paid Sick Leave: 5-15 days depending on years of regular service

Qualifications:

- Bachelor's Degree in Business Administration, Major in Accounting, is preferred.
- Certified Public Accountant or 5 years equivalent experience.
- Demonstrate proficiency in computer skills including Word and Excel, and specific fund-based accounting software such as NetSuite and Sage/Peachtree.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church and staff, as well as the church members.
- Communicates well in the English Language.
- A demonstrated Christian faith commitment.

Position Responsibilities: Responsible for the reliability and accuracy of the church's accounting system, financial reporting and analysis. Has supervision over 2 Accounting staff and is responsible for the maintenance of accounting records; in charge of coordinating with the external auditor; is responsible for safekeeping of financial documents.

KEY JOB RESPONSIBILITIES:

- Supervise Treasury Officer and Accountant/Accounting Clerk.
- Prepare monthly and annual financial reports. Review accuracy of accounting entries recorded to generate these.
- Prepare and print book of accounts for filing with the BIR.

- On a monthly basis, provide reports to Council, Finance Committee, and the other different committees regarding actual expenses vs. budget.
- Analyze financial data and transactions, and ensure that these are recorded accurately, in a timely manner, and in accordance with actual revenues and expenses including the explanation for said variances. Exception reports should be prepared as needed.
- Prepare information needed in the development of the annual budget, as may be required; and consolidate all inputs into the proposed annual budget.
- Ensure that the subsidiary and general ledger are reconciled.
- Oversee bank reconciliation. Perform bank reconciliation with the Treasury Officer and Accountant.
- Generate Quarterly Pledge Report
- Coordinate with the external auditor on the annual external audit and provide the documents required.
- Coordinate with actuary for retirement fund valuation.
- Coordinate with banks and other financial institutions regarding any needed documentation pertaining to their services.
- Maintain records of inventories, payroll, payables, receivables and capital accounts.
- Responsible for the safekeeping of all securities, and other related financial documents.
- Monitor cash investments weekly due to different maturity dates, and recommend action to take.
- Canvass investment possibilities and present to Administrator or Treasurer.
- Provide oversight of disbursements and ensure confidentiality of all financial contribution information.
- Ensure NetSuite and Sage accounting software runs properly to generate accurate financial records, and accounting records are properly backed up.
- Maintenance of Pledgers database, assigning control numbers.
- Assist in the counting of Sunday and special offerings, including the preparation of count tally and offering count sheets.
- In the absence of the Administrator, collects Sunday offering with the Treasurer and assists the Treasurer in storing the offerings in the vault.
- Participate in the Annual Members Meeting - tabulation of the votes and registration of members.
- Attend the weekly supervisory staff meetings.
- Attend the daily staff prayer time.
- Perform other duties that may be assigned from time to time.