



MINISTRY DESCRIPTION

Title: Managerial Accountant
Department: Finance
Reports to: Finance Director

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Managerial Accountant supports the ministry of Convoy of Hope (COH) and Convoy of Hope Foundation (COHF) by measuring, analyzing, interpreting, and reporting key financial data to COH management.

Essential Duties & Responsibilities:

1. Prepare internal reports for use by key decision makers at COH.
 - a. Weekly cash flow matched to projections
 - b. Monthly budget to actual analysis
 - c. 18-month projections
2. Compile and prepare financial forecasts to assist in business planning.
3. Evaluate COH and COHF financial performance.
4. Cultivate strong relationships across all departments, and work collaboratively with them.
5. Recommend cost-effective alternatives for current and future projects.
6. Analyze ROI on special projects.
7. All other duties as assigned

Required Knowledge, Skills & Abilities:

1. Bachelor's degree in accounting required.
2. CMA or CPA preferred.
3. 5+ years' experience in related accounting field.
4. Possesses strong communication and presentation skills.
5. Possesses exceptional knowledge of analyzing risks, preparing forecasts, and GAAP (Generally Accepted Accounting Principles).
6. Possesses advanced knowledge of financial and accounting best practices, laws, standards, and state/national regulations.
7. Possesses proficient computer skills, particularly with Microsoft Office Suite and accounting software.
8. Accurate and precise attention to detail.
9. Maintains a professional and positive working relationship with fellow staff.
10. Able to multitask, prioritize, and manage time efficiently.
11. Serves as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
12. Ability to positively represent the ministry of COH, including its mission statement and core values, to all outside constituencies.
13. As a Christian organization, COH believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.