

# Ministry Assignment



## Accounting Manager 2020 (v1.2)

A **Ministry Assignment** is not a contract, but a description of mutual expectations. It can be updated as needed. At the end of this assignment's effective dates, the assignment will be reviewed in depth and can be renewed.

**Synopsis:** The person in this role is responsible to process, record and review the financial activities of Encompass as directed by the Director of Finance, assuring the accurate and timely reporting of such activities in a manner that equips management with information required for effective leadership.

**Reports to:** Director of Finance

**Works closely with:** Donation Specialist

**Location:** Atlanta

**Job Type:** Full Time, Non-Exempt Employee.

**Time period covered by this assignment:** March 1, 2020 through March 1, 2023.

**Responsibilities:** The person in this role is responsible for:

1. Prepare and record corporate Accounts Payable, general ledger journal entries, and general ledger adjustments in pursuit of accurate and timely financial reporting;
2. Review employee expense reports and credit card charges;
3. Administer month-end close, including reconciliation of Accounts Payable, Accounts Receivable, Fixed Assets, Cash Receipts, and other accounting subledgers;
4. Process monthly payroll, maintaining accurate compensation data, such as cost-of-living adjustments;
5. Assist the Director of Finance with financial processes, financial analysis, tax reporting, and other reporting or compliance matters as requested;
6. Regularly correspond with field staff to provide information and resolve discrepancies or misunderstandings, especially as pertaining to payroll, expense reporting, and overseas financial activity;
7. Collaborate with other staff to assure the success of all shared organizational goals;
8. Create a culture of collaboration, accountability, mutual support, and commitment to living by scriptural principles and the values of Encompass World Partners.

**Qualifications:** To perform this job successfully, an individual must have the following knowledge, competencies, and experience:

1. Experience working with general ledger and performing financial analysis;
2. Strong proficiency in Microsoft Excel, with the ability to learn and adapt to software, databases, and other technological tools;
3. Preferable familiarity of not-for-profit and/or fund accounting;
4. Ability to communicate verbally and in writing about complex financial matters, in a manner that assures clarity while also conveying compassion and grace;
5. Ability to collaborate as part of a team in pursuit of Encompass goals.

## Mutual Expectations

Both leaders and staff of Encompass World Partners mutually commit to the following standards:

1. **Integrity.** We commit to serve Christ, the Encompass team, our sending churches, and the people to whom we minister in a manner consistent with the vision, values, goals, and high levels of integrity that characterize Encompass .
2. **Doctrine.** To the extent that ministry with Encompass requires teaching or discipleship, we commit to do so in a manner consistent with the doctrines and relational commitments summarized in the Charis Commitment to Common Identity. We will also respect the doctrinal convictions of the churches where we are deployed to serve, should such churches exist.
3. **Behavioral Expectations.** We agree to operate within the organizational principles, policies and procedures of Encompass, as such may change from time to time. We agree to abide by the Behavioral Expectations as outlined in the Employee Handbook.
4. **Accountability Structures:** We agree to submit to the accountability and leadership structures of Encompass, recognizing that our leadership is committed to providing transparent communication, and to apply its policies and procedures in a fair and biblical manner. We will use appropriate channels to make suggestions and to follow biblical principles in resolving matters where we disagree.
5. **Continual Improvement.** We commit to forming part of a learning community, striving continually toward growth and greater fruitfulness.
6. **At-Will Employment.** This Ministry Assignment is to clarify understandings between Encompass and the employee. It is not intended to be a legally enforceable contract. Therefore, employment can be terminated by the decision of either a staff member or the leadership of Encompass, subject to the applicable policies and procedures in force at the time of separation. We recognize that as a religious organization, Encompass is not included in state or federal unemployment insurance plans.
7. **Risk.** We accept that international travel and ministry involve significant risks, which we will seek to manage through appropriate policies and practices. We commit to follow organizational policies and procedures designed to mitigate risks, and to release the Board of Directors and leadership from liability which arises from assuming those risks.
8. **Fiscal Responsibility.** We commit to being effective stewards of the financial resources God entrusts to us, which include the creation of appropriate budgets and support levels. Staff required to raise support assumes the responsibility to develop and maintain gift income sufficient to meet their ministry budgets.
9. **Covenant of Spiritual Unity.** We subscribe to the following covenant:

*We affirm the indispensable nature of unity for the accomplishment of our mission.*

*We embrace the reality that unity reflects the nature of the Triune God and is essential to the Body of Christ on earth. We understand that through our unity God is revealing truth about Himself to the world (John 17:20-23). Before God I solemnly commit to pursue biblical unity in my personal and ministry relationships.*

I commit to live by this covenant of spiritual unity, and these standards of conduct and accountability:

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Signature

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Date