



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 12/06/2022

Closing Date: Until Filled

Position Title: General Ledger Manager

Department/Division: Finance & Ministries Support Center

Job Type: Full Time, Exempt

Location: 7557 Rambler Rd., Ste 1200, Dallas, Texas 75231

BASIC FUNCTION:

Supervise preparation of financial reports. Maintain integrity of General Ledger Accounts. Act as a liaison between Finance & Accounting and other centers concerning General Ledger Accounts. Lead annual audit work paper and confirmation preparation.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Provide direction and supervision of direct reports; provide professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports; conduct annual performance and ongoing evaluation.
- *2. Ensure that the responsibilities, authorities and accountability of all direct reports are defined and effectively communicated to a level of thorough understanding.
- *3. Manage preparation of monthly financial and management reports.
- *4. Review the recording of monthly investment activity including mark to market of investments.
- *5. Manage the recording of monthly endowment activity including mark to market of endowments.
- *6. Prepare and coordinate requests by external audit staff. Act as liaison between external audit staff and employees/staff to insure prompt response time to audit needs.
- *7. Act as liaison between external audit staff and WMU staff to insure prompt response time to audit needs.
- *8. Supervise and review the reconciliation of Balance Sheet accounts monthly.
- *9. Prepare or review bank reconciliations for all accounts.
- *10. Prepare, review and process Journal Entries.

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- *11. Review Journal Entries prepared by other centers for appropriate coding and purpose.
 - *12. Supervise the maintenance and reconciliation of the Fixed Assets subledger.
 - *13. Communicate with department employees in regard to general ledger and financial reports. Pull reports and data to answer questions department staff may have. Work to resolve/correct issues or errors.
 - *14. Maintain the chart of accounts, adding new accounts and project codes as necessary.
 - *15. Maintain computer loan files including necessary adjustments and correspondence with churches.
 - *16. Research and analyze financial information as required by management and audit staff.
 - *17. Design and troubleshoot financial reports as needed by management and audit staff.
 - *18. Oversee input of annual budget in excel and transfer into accounting program. Oversee distribution of associated reports to necessary personnel.
 - *19. Prepare and respond to financial audit request from vendors and Baptist Entities.
 - *20. Prepare PBC spreadsheets for audit staff as requested.
 - *21. Reconciles payments and invoices for church loans when necessary.
 - *22. Provide leadership and clear direction to align staff performance with the organization's mission, vision, values, priorities and strategies.
 - *23. Maintain professional growth through continuing education, skill development and professional involvement in the areas of Finance & Accounting.
 - *24. Process mail and other correspondence accurately and timely.
 - *25. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *26. Answer phones promptly, take accurate messages, and respond to requests for information timely.
 - *27. Attend meetings and participate in training as required.
 - *28. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *29. Perform other duties as required.
- *Task which is considered to be an essential function of the job.

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth, comprehensive understanding of accounting, including theory, generally acquired through a Bachelors' Degree in Accounting and 2+ years of general accounting work experience to include general ledger and fund accounting.
2. Ability to work with 40 or more high volume accounts.

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3. Strong analytical skills; ability to research general ledger transactions; ability to evaluate validity of journal entry coding.
4. Requires working knowledge of accounting software.
5. Requires knowledge of Finance & Accounting center and the functions, procedures and policies.
6. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
7. Requires proficient ability to plan, administer, and report budgets.
8. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
9. Requires active membership in a BGCT affiliated church and a growing relationship with God during employment.
10. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
11. Requires excellent listening skills, interpersonal skills, and relationship building skills.
12. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
13. Requires proficient client management skills.
14. Requires ability to maintain confidentiality.
15. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
16. Requires proficient ability to speak, read and write English.
17. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
18. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
19. Requires ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
20. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
21. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
22. Requires excellent organizational skills; ability to multi-task.
23. Requires professionalism in the workplace to include professional and accurate communication with others.
24. Requires commitment to Christian principles and teachings both professionally and personally.
25. Technology proficiency requirements:
 - a. Proficient Microsoft Excel skills.
 - b. Experience using accounting software such as Financial Edge or similar product.
 - c. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, and internet skills.
 - d. Ability to operate 10-key calculator by touch.
 - e. Ability to operate standard office machinery to include but not limited to copier and calculator.
26. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
27. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision

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(peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.

28. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
29. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
30. Requires sufficient good health to properly discharge duties.

CONTACT: **Human Resources**
 Phone 214-828-5168
 FAX 214-853-4257
 E-Mail hr@texasbaptists.org

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