

JOB DESCRIPTION

1. **Job Title:** Staff Accountant (*Business Manager*)
2. **Department:** Finance
3. **Full Time:** 40 hours (*Will consider credentialed Accounting Professionals for Part-time*)
4. **Normal Work Schedule:** Monday - Friday
5. **Position Summary:** The *Staff Accountant* is responsible for the accurate and timely recording of financial transactions in the general ledger and applying accounting principles and procedures to analyze financial information, prepare financial reports and statements and ensure appropriate internal control systems are established.
6. **Duties and/or Tasks:**
 - a. Compute, classify, and record transactions to keep accurate, timely financial records:
 - i. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records
 - ii. Establish inter-department transfer limits, check encumbrances and cash disbursements for accuracy and timeliness.
 - b. Prepare financial reports and statements and provides interpretation as necessary:
 - i. General and standard journal entries
 - ii. Income, cash flow and balance sheet statements
 - iii. Bank account reconciliations
 - iv. Cost reports and various other accounting statements and reports
 - c. Prepare federal, state and other regulatory reports, ensuring compliance with established guidelines; keep informed of government regulations and policies affecting the ministry.
 - i. Analyze financial reports and records, making recommendations relative to the accounting of reserves, assets and/or expenditures as appropriate.
 - ii. Research and resolve problems pertaining to financial reporting systems, ensuring compliance with GAAP standards and internal procedures and policies.
 - iii. Conduct special studies, develop and implement accounting procedures by analyzing current systems, and recommending changes in accounting controls, methods and policies.
7. **Qualifications/Standards/Requirements**
 - a. **Education:** Bachelor's Degree in Accounting, Masters preferred and/or CPA.
 - b. **Experience:** Minimum 3-5 years progressive accounting experience required
 - c. **Skills:**
 - i. Strong knowledge of non-profit/church accounting laws
 - ii. Must possess strong computer applications abilities.
 - iii. Must be attentive to details.
 - iv. Certifications and/or other Requirements: CPA preferred
8. **Equipment and Resources Utilized:**
 - a. Computers
 - b. Microsoft Office Word and Excel
9. **Relationship and Roles:**
 - a. Reports to Director of Finance & Administration
 - b. Works with staff at all levels of the organization
10. **Date of Position Opening:** September 2010