



Ministry Description

Title: Senior Accountant

Department: Strategic Financial Solutions

Reports to: Accounting Director

Schedule: Regular, full-time

FLSA: Non-exempt

Ministry Function:

The Senior Accountant is an integral part of the Strategic Financial Solutions team and is responsible for assisting in all finance, accounting and reporting activities. The Senior Accountant will work closely with all members of the team, as well as, Convoy of Hope's international accountants and in country management teams. The Senior Accountant's duties will be in three main areas: US based accounting support, international accounting support and grant accounting support.

Essential Duties and Responsibilities:

1. US Based Accounting:
 - a. Assist the Finance team in the timely reporting of all monthly, quarterly, and year-end financial information.
 - b. Analyze and compile monthly General Council and Assemblies of God World Missions statements on a monthly basis for journal entry purposes.
 - c. Analyze and compile key balance sheet accounts on a monthly basis for journal entry purposes, to include: prepaids, lease income/account receivables, fixed assets and debt.
 - d. Assist in analyzing and compiling miscellaneous cash journal entries, and providing support for the Finance Donor Group Supervisor in monthly contribution reconciliations.
 - e. Support the budgeting and forecasting activities as needed.
 - f. Assist in completing year end audit, 990 and 990-T work papers, control documentation, other schedules as needed (i.e., document prep, reconciliations, copies/pdfs, etc.).
 - g. Assist in the annual budgeting process, as well as, budget-to-actual analysis to assist in identifying, explaining, and addressing variances as appropriate.
2. International Based Accounting:
 - a. Responsible for being Finance's primary international accounting liaison.
 - b. Oversee all international financial, project/program and grant accounting.
 - c. Ensure that expenditures are consistently aligned with grant and program budgets and cash advances and cash balances are reconciled in a timely manner.
 - d. Lead the financial activity compilation and journal entry process on a monthly/quarterly basis for each country (currently 7 – 8 countries).
 - e. Oversee the updating, enhancement, and training of internal accounting processes.
 - f. Assist in researching and co-developing solutions to answers from field operations and accounting staff.
 - g. Participate in process improvement and international accounting standardization initiatives.
 - h. Travel to international sites to assess financial operations, provide training, and assist in-country accounting staff as needed.
3. Other Accounting Support
 - a. Assist with government related funding/grant accounting as needed (i.e., USAID, USDA, etc.) and support Convoy of Hope's grant proposal process by assisting with budget development and other Finance related documents.
 - b. Assist with other state and federal filings as necessary.
 - c. Assist with special purpose entity accounting and reconciliations (i.e., Convoy of Hope Foundation, SMLLCs, etc.)
 - d. Support the overall goal and objectives of the Finance team to include drafting and updating finance forms and templates, performing special projects, and other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

1. BA/BS in Accounting required; CPA a plus.
2. Bi-lingual skills (fluent Spanish) preferred.
3. 6+ years accounting experience, ideally in not for profit accounting or auditing, with a track record of technical competence and outstanding client service.
4. International accounting and/or grants management experience as it relates to compliance and reporting of government, corporate and foundation grants is preferred, as well as, knowledge and understanding of Office of Management and Budget requirements.
5. Ability and willingness to travel internationally as necessary (requires passport).
6. Advanced Excel skills and working knowledge of accounting software.
7. Track record of being a solid team member with effective collaboration skills and positive attitude in demanding and time sensitive environment.
8. Personal qualities of integrity, credibility, and unwavering commitment to Convoy of Hope's mission.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope 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.

Created: 7/18/2014

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