



MINISTRY DESCRIPTION

Title: Staff Accountant
Department: Finance
Reports to: Senior Director - Finance

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Staff Accountant is an integral part of the Finance team and is responsible for assisting in all finance, accounting and reporting activities. The Staff Accountant will work closely with all members of the team for accounting support.

Essential Duties and Responsibilities:

1. Reconciles monthly banking and investment accounts and prepares necessary journal entries.
2. Maintains G/L integrity by performing journal entries.
3. Reconciles key G/L accounts on a monthly basis.
4. Assists in the preparation of interim and annual financial statements and reports.
5. Assists with the processing of accounts payable and payroll.
6. Assists with the processing of fee-for-service and outreach cash receipts and accounts receivables.
7. Oversee the processing of credit card statement reclassification entries.
8. Processes and files federal and state tax withholding returns.
9. Prepares monthly schedules to be incorporated into monthly financial statements.
10. Assists in financial and worker's comp audits.
11. Assists in the annual budgeting process.
12. Oversees fixed asset and depreciation records.
13. Prepares Gift In Kind inventory and contribution/distribution entries.
14. Assists in internal audit related activities as directed.
15. Records expense reports as needed.
16. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree in accounting preferred; Associates required.
2. CPA preferred.
3. 1+ years experience in accounting field necessary.
4. Advanced Excel skills and working knowledge of accounting software.
5. Ability and willingness to travel internationally as necessary (ability to obtain a passport).
6. Strong communication skills - both verbally and in writing.
7. 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. Serve 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

11. 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: No supervisory responsibilities.

Created: 083016
Revised: