



## MINISTRY DESCRIPTION

**Title:** Accountant  
**Department:** Finance  
**Reports to:** Finance Director

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

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

### **Essential Duties and Responsibilities:**

1. Maintains G/L integrity by preparing journal entries.
2. Reconciles key G/L accounts on a monthly basis.
3. Reconciles monthly investment accounts.
4. Reconciles monthly bank accounts.
5. Processes expense and cash advance reports.
6. Distribute monthly department financial reports.
7. Assists in the preparation of interim and annual financial statements and reports.
8. Processes fee-for-service and accounts receivables.
9. Assists in preparation of annual financial audits.
10. Assists in preparation of annual IRS Form 990.
11. All other duties as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's degree in accounting preferred; Associates required.
2. 3+ years of experience in accounting field.
3. Basic understanding of non-profit industry accounting principles.
4. Basic understanding of inter-company/eliminating transactions and consolidated financial reporting.
5. Advanced Excel skills and working knowledge of accounting software.
6. Strong communication skills - both verbally and in writing.
7. Effective collaboration skills and positive attitude.
8. Personal qualities of integrity and credibility.
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.