

Position: Accountant
Reports to: Controller
Status: Full Time
Supervises: N/A

Purpose

This position is responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures are in place.

Job Requirements/Experience

- 4 - 6 years of accounting experience (non-profit preferred); knowledge of financial systems and budgets, financial reporting, financial data analysis, and/or auditing helpful
- Knowledge of GAAP concepts, practices, and procedures
- Bachelor degree in finance or accounting preferred

Required Competencies and Skills

- Fundamental knowledge of accounting, budgeting and financial consulting principles
- Knowledge of automated financial and accounting reporting systems
- Ability to perform several tasks concurrently with ease and professionalism
- High degree of integrity and strong attention to detail
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Develop priorities with the right balance of short and long-term wins
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel

Key Responsibilities

- Prepare month end close by compiling and analyzing all account information
- Prepare and analyze accounting records, financial statements, and other financial reports to assess accuracy, conformance to reporting and procedural standards and identify trends
- Perform bank reconciliation; prepare balance sheet and other reports
- Resolve accounting discrepancies and irregularities
- Properly document all financial transactions, including cash receipts and accounts payable for church operations and those of Hope's Closet retail
- Develop, maintain, and analyze budgets, prepare templates, prepare reports that compare budgeted costs to actual costs
- Manage day to day activities such as accounts payable, cash receipts, payroll and other basic accounting functions for church operations and Hope's Closet retail

- Assists with budget preparation
- Maintain accounting controls
- Maintains staff confidence and protects operations by keeping financial information confidential

Measurements of Success

- Model the Church of Eleven22's mission, purpose, and core values
- Ability to adapt to change
- Strong proactive communication skills