

Position: Junior Accountant (Full Time 40 hours per week)

Reports to: Controller

Supervises: N/A

Purpose

This position is responsible for applying accepted accounting principles and procedures, preparing accurate and timely financial information and supporting accounting control procedures.

Job Requirements/Experience

- 2 – 4 years of accounting experience (non-profit preferred); working knowledge of financial systems, financial data analysis, and/or auditing
- Good understanding of GAAP concepts, practices and procedures
- Bachelor degree in finance or accounting preferred

Required Competencies and Skills

- Fundamental knowledge of accounting, budgeting and financial reporting principles and practices
- Proficient with automated financial and accounting reporting systems
- High degree of integrity and attention to detail
- Strong communication and interpersonal skills with a customer service focus
- Skillful at building organizational relationships and partnerships, and anticipating needs
- Exceptional organizing abilities
- Excellent problem-solving skills
- Ability to multi-task and prioritize work effectively
- Demonstrated ability to adapt to change
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel

Key Responsibilities

- Perform day to day activities such as cash receipts, disbursements, payroll and other basic accounting functions for church operations and Hope's Closet retail
- Assist with the preparation of financial statements including month end close by assembling account information
- Assist with balance sheet reconciliations and other required reports
- Reconcile and analyze bank statements and general ledger
- Maintain fixed assets sub-ledger
- Act as a liaison for vendors to research, reconcile and resolve any billing discrepancies
- Support accounting controls and procedures
- Assist other team members and accounting projects as necessary
- 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
- Demonstrate the ability to work proactively and independently in a fast-paced office environment
- Strong communication skills