



Accountant 2024 Job Description

Scope and Position Responsibilities

The Accountant position assists the Chief Financial Officer and Controller of CrossPurpose and Providence Bible Church in processing, recording, and maintaining the financial records of each organization and in providing financial information to management. This position performs all bookkeeping functions, including reviewing expense reports, inputting financial data, performing account reconciliations, government grant billing, and posting journal entries.

Department: Finance

Supervisor: Controller

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- Transaction Processing
- Financial Best Practices
- Training new bookkeepers and auditing their work
- Government Grant Billing - 7 Multi-million Dollar Grants
- Providence Bible Church & CrossPurpose Bank Reconciliation
- Providence Bible Church Credit Card Reconciliation

Transaction Processing Responsibilities

- Document financial transactions, including entering financial data, preparing and posting journal entries, and checking figures, postings, and supporting documents for accuracy
- Review expense reimbursement requests and substantiating documents and ensure expenses are recorded to the proper accounts.
- Prepare payments by verifying documentation, and requesting disbursements.
- Organize and maintain financial records.
- Pickup and process all mail
- Assist with reconciling credit card statements, donations received, and bank statements. Input donations and contributions into our donor database
- Assist with reconciling financial discrepancies by collecting and analyzing account information
- Assist with preparing, examining, and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Assist with processing payroll and related procedures.
- Prepare special financial reports as requested for effectively operating the organization.

Financial Best Practices Responsibilities

- Maintain accounting controls by following existing policies and procedures and



recommending adjustments or new ones as needed.

- Comply with federal, state, and local financial legal requirements.
- Maintain financial security by following internal controls.
- Maintain donor confidence and protect operations by keeping financial information confidential.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Report to management regarding the finances of the organization.
- Suggest ways to reduce costs, enhance revenues, and improve profits.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned.

Qualifications

- 3+ years of Accounting / Bookkeeping experience
- Bookkeeping and QuickBooks certifications are preferred.
- Other professional certifications or licenses are beneficial.
- QuickBooks and Microsoft Excel experience required.
- Google Suite, Salesforce, SAP Concur, Sage Intacct, Classy, experience preferred.
- Ability to become proficient quickly in new software.
- Strong written and verbal communication skills.
- Detail-oriented and organized, must be excellent with follow-up and follow-through.
- Ability to work in a team environment.
- Ability to problem-solve, multi-task, complete work on time, and work independently.
- Deep passion for the CrossPurpose mission and values.

Hours, Compensation, and Benefits

Hours: 40 - 50 hours/week: Monday - Friday 8:00 am - 5:00 pm, occasional other hours as scheduled.

2024 Salary/Wage: \$ 52,000 - \$62,400 Annually (Admin Specialist II)

Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.