

## JOB DESCRIPTION: STAFF ACCOUNTANT

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<b>Department:</b>	Finance and Administration
<b>Reports To:</b>	Corporate Controller
<b>Recruited By:</b>	Corporate Controller
<b>Approved By:</b>	Vice President of Finance and Administration
<b>Organizational Unit:</b>	Headquarters
<b>Status:</b>	Full-Time
<b>Classification:</b>	Exempt

### JOB SUMMARY

The Staff Accountant prepares and processes general ledger entries including accounts receivables, expense reporting and miscellaneous corrections. He/she performs various audits to include but not be limited to expense reports, credit card invoicing and cash advances. This position is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments, journals, and expenditures. Providing these services in an effective and efficient manner will ensure that organizational finances are accurate and up to date. The Staff Accountant accurately maintains various financial records and documentation and acts as a support and backup to other members of the Finance and Administration team.

### ESSENTIAL DUTIES AND FUNCTIONS

- Collect, analyze, and record information for allocation of costs to operating facilities.
- Audit expense reports and cash advances.
- Audit and record petty cash reimbursements.
- Prepare journal entries related to the agency's accounts, cash management, deposits, and expense reporting.
- Prepare and journalize invoices to Community Based Care organizations
- Prepare and pay monthly/quarterly sales tax
- Track and record Gift in Kind inventory
- Track and maintain records related to restricted gift donations and expenditures
- Prepare monthly reconciliations of all balance sheet accounts
- Maintains account files to include documentation of all journal entries and expense reports.
- Prepare and collect supporting documents for monthly closes, financial statement footnotes and external auditors.
- Prepare various reports as required on a monthly, quarterly, and annual basis.
- Prepare payments for benefit plans (insurance, annuity, life, etc.).
- Assist in processing and distribution of annual 1099's.
- Maintain and update fixed asset records as required.
- Support finance team members and provide backup for the Accounting Clerk.
- Maintain and conduct all matters in a highly confidential manner.
- Practice proactive and effective identification and resolution of problems.
- Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

Bachelor's degree required; courses in accounting preferred  
2 years direct experience in accounting and finance preferred  
Proficient in Microsoft Outlook, Excel and Word

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Advanced computer and systems skills with knowledge of Microsoft Word and Excel. Knowledge of accounting systems and software
- Knowledge of accounting practices, procedures, laws & regulations
- Mathematical abilities including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to develop intermediate mathematical formulas in Excel spreadsheets.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meets deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- General knowledge of standard office practices and office equipment.

### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

### PHYSICAL DEMANDS

**These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes, documents, and or computer equipment.

### WORK ENVIRONMENT

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Job functions are performed in a normal office environment.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_