



Job Description: **Accountant II**

FLSA Status: Non-Exempt

Schedule: Part-time, 25 hours

Classification: Support

Immediate Supervisor: Operations Director (DO)

Principal Functions: The Accountant II is responsible for executing general and financial tasks related to the ministries and teams supported by the Operations Director.

Responsibilities:

General

- Utilize membership and accounting software (currently Shelby system)
- Work with DO to maintain the functions and organization of the finance office and its file systems (paper and electronic)
- Prepare general ledger entries for deposits, accounts payable, and other items
- Make payments and process general ledger entries as scheduled
- Run financial reports and prepare financial statements
- Assist DO with bank account reconciliations
- Assist with audits and provide required documentation.
- Develop, implement and maintain financial policies, procedures, internal controls and manual
- Perform analyses, projects, and other duties as assigned by manager

Contributions and Other Income

- Serve on counting team every week
- Process contributions and other income in the membership database and general ledger
- Make all bank deposits once or twice a week
- Keep quarterly envelope database up-to-date and submit quarterly order
- Send donor gift statements five times a year (Quarterly and Year end)

Accounts Payable

- Enter vendor invoices in the accounts payable software (currently Shelby system)
- Process accounts payable
- Reconciliation of credit card statements.
- Prepare payments and ACH transfers for approval
- Process and mail checks as appropriate
- Daily review of positive pay exception notice(s)
- Add new vendors and monitor vendor accounts to ensure payments are up-to-date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files and correspond with vendors in a timely manner

Payroll

- Process payroll utilizing on-line system (currently Dominion Payroll)
- Process hours as submitted by facilities staff timecards and weekday school spreadsheet

Year-end closing

- Issue 1099's
- Record GL accruals

Qualifications

- 3-5 years of accounts payable and general ledger experience. Nonprofit experience a plus.
- Bachelor's degree in accounting, finance or business administration or equivalent experience.
- Proficient in Microsoft Office especially Excel
- Strong written and oral communication skills
- High level of accuracy and attention to detail
- Excellent time management and organizational skills
- Ability to pass background check