



Job Description

Accountant

I. POSITION DESCRIPTION

Under general direction of the Executive Director and CFO, performs duties as described under responsibilities below which serve to support the financial activities of City Ministries. The Accountant will be highly motivated, a self-starter that can prioritize, multi-task, problem solve and make reasonable administrative decisions based on company policies and practices.

II. RESPONSIBILITIES

- Process bi-weekly accounts payable and annual 1099's
- Maintain petty cash fund and replenish monthly
- Process accounts receivable including monthly billing and collections (City Kids School, Rose Hill Cottages, Child Placement Agency DSHS)
- Make bank deposits weekly
- Prepare and process bi-weekly payroll for 25-35 employees and be familiar with payroll tax reporting requirements
- Maintain internal control system
- Prepare annual contribution statements for donors
- Prepare quarterly sales tax filing
- Maintain complete filing system to support financial records
- Assist with other miscellaneous duties and special projects as needed

III. EMPLOYMENT STANDARDS

Education / Experience:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to ten years relevant experience (including as a full charge book keeper or accounting manager) in a small-medium size organization (\$1.5 million or more). An associate degree in accounting, finance or business would be an advantage and/or bookkeeping certification. Experience with Abilia/MIP is an asset. Non-profit experience is an asset. Experience working on a small team is an asset.

Skill at:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The ideal candidate for this position will be highly analytical, a problem solver, with excellent communication skills (both written and verbal), able to multitask and complete projects in a timely manner. The Accountant will be highly organized, detail oriented, and able to work under pressure using a high degree of confidentiality and integrity.

1. Proficiency using computerized accounting systems (other than QuickBooks)
2. Experience with Abilia/MIP is an asset
3. Proficiency with MS Office Suite, particularly Excel
4. Demonstrated ability to organize, plan and follow through with assigned and unexpected tasks to meet both internal and external deadlines
5. Ability to interact in a mature and professional manner
6. Internet, social media savvy and IT trouble shooting would be an advantage

V. EMPLOYMENT STANDARDS

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and City Ministries' other manuals and directives, as revised from time to time, including our Statement of Faith. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations.

Work Status: Non-Exempt, Part Time (30-35/hours week)

Supervisor: Executive Director of City Ministries

Staff Supervision: None