

Senior Accountant Role Summary: International or Domestic (U.S.A.)

Oversee financial transactions, account analysis and maintenance of financial systems, while providing guidance to accounting staff. Supervise fixed asset inventory and necessary reporting and compliance issues.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Strong people skills; ability to communicate in a friendly and winning way
- ✓ Cultural sensitivity within international teams and a team spirit
- ✓ Team building, motivating, analytical, and leadership skills
- ✓ Ability to manage priorities and workflow with attention to detail

Responsibilities:

- ✓ Prepare and/or supervise preparation of bills and receipts and recording of revenue, support, and donations
- ✓ Follow established procedures for payroll and fixed assets records
- ✓ Understand and comply with internal controls and furnish documentation as requested by International Controller
- ✓ Run monthly general ledger and other reports
- ✓ Reconcile all bank statements for month end closing

Desirable Qualifications:

- ✓ Bachelor's degree or equivalent experience in non-profit finance
- ✓ Knowledgeable in international accounting practices and procedures
- ✓ Knowledgeable in the budgeting process, management reporting and internal controls
- ✓ Experience with general ledger non-profit software