

JOB DESCRIPTION

JOB TITLE: Senior Accountant
DEPARTMENT: Finance
CLASSIFICATION: Full-Time (35 hours/week)
STATUS: Regular
FLSA: Non-Exempt
REPORTS TO: Director of Finance
DATE: April 2016

PURPOSE:

The Senior Accountant role is responsible for general ledger posting, bank reconciliation, financial statement preparation and supporting the Director of Finance with various financial analysis and other projects.

KEY ACCOUNTABILITIES:

- Posts general ledger entries, prepare monthly financial statements and review GL for accuracy
- Assists with annual Financial statement review including annual fixed asset depreciation preparation
- Prepares budget worksheet and posts budgets to general ledger
- Prepares monthly bank reconciliations
- Special projects - assists Director of Finance with special projects as assigned
- Backs up other Finance team roles for vacation/sick coverage

BEHAVIORS:

Bellevue Presbyterian recognizes the following organizational behaviors:

- Spirit-led and Empowered
- Continuous Improvement
- Alignment
- Servant Leadership
- Respect & Reliability
- Equipping Others for Ministry
- Authentic Relationships
- Sacrificial Collaboration

DEPARTMENT/STAFF COLLABORATION:

- Collaborates with Finance team, other church staff, volunteers and outside vendors.

SUPERVISORY RESPONSIBILITY:

- None

KNOWLEDGE/SKILLS:

- Accounting procedures
- Microsoft Office products, strong Excel skills
- Shelby financial software experience is a plus
- Self-starter, can work independently as well as in a team environment

EDUCATION/TRAINING:

- Bachelor's degree in Accounting required
- 5+ years of accounting experience
- Non-profit/church accounting experience preferred, but not required



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PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Office environment

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.
