

City Ministries
Job Description

Accountant – Full Time w/Benefits

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. This position is full time and benefit eligible.

II. RESPONSIBILITIES

- Process weekly accounts payable and annual 1099's
- Weekly (remote) deposits; monthly cash deposits to the bank
- Process accounts receivable including monthly billing and receipts (City Kids School, Rose Hill Cottages, Child Placement Agency DSHS)
- Enter credit card purchases in accounting software for cardholders
- Record donations in donor & accounting software as well as prepare annual contribution statements for donors
- Prepare adjusting entries as needed by Controller
- Prepare and process bi-weekly payroll for 49 employees and be familiar with payroll tax reporting requirements
- Maintain internal control system
- Maintain CM petty cash fund and oversee & replenish CKS petty cash monthly
- Maintain complete filing system to support financial records
- Assist with recordkeeping for fundraising events
- Assist with other miscellaneous duties and special projects as needed
- To interact with department heads 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. Able to work in a team accounting environment with a receptivity for ongoing cross training.

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 (knowledge of Pivot Tables)
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

Work Status: Non-Exempt, Part Time (30-35/hours week)
Supervisor: Executive Director of City Ministries and Controller
Staff Supervision: None
Benefit Offered: Yes
Hourly Rate: DOE

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 may include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by City Ministries at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and City Ministries.