

Berean Christian Church

Dr. Kerwin B. Lee, Senior Pastor

Position: **Staff Accountant**
FLSA Status: **Exempt**
Reports To: **Senior Finance Accountant**

Principal Role

The **Staff Accountant** reports directly to the Senior Finance Accountant and is accountable to the Senior Finance Accountant for maintaining financial records, reports, performing account reconciliations, assisting with the budget process, conducting internal audits, and maintaining accounts payable documentation.

Primary Responsibility

The **Staff Accountant** is responsible for:

- Assisting in month-end close functions and department coverage schedules
- Counting one Sunday each month as the staff lead with count ministry
- Evaluating invoices/bills for appropriate info needed to validate and approve
- Generating and distributing monthly financial reports for staff, ministries, and specific assigned business entities
- Handling weekly deposits and posting them into the accounting system for specific assigned business entities
- Leading Petty Cash reconciliation responsibilities each month for various entities
- Maintaining financial reports, records, and general ledger accounts
- Meeting processing and reporting deadlines
- Participating in various ad hoc projects to ensure the finance department meet industry standards both internal and technique
- Preparing journal entries, analyses, and assisting with monthly close processes
- Processing check requests, payables, benevolence, and officer checks for specific assigned business entities
- Reconciling bank and credit card statements along with communicating to the Senior Finance Accountant any outstanding items
- Recording revenues from platforms for specific assigned business entities
- Responding to information requests, reviewing financial statement, and assisting with audits
- Securing weekly finance pick-up for specific assigned business entities according to the policy, procedures/ guidance for various entities
- Performing other duties as directed by the Senior Finance Accountant, Chief Financial Officer and/or Senior Pastor.

Preferred Requirements

The ideal candidate for this position should possess at a minimum:

- Bachelor's or Master's degree in Accounting, Finance or Business Administration
- 5 - 7 years of experience in Accounting or Financial Management
- Strong working knowledge of GAAP; Strong technical accounting background
- Must have personal integrity and meticulous attention to detail
- Experience working in a heavily team-oriented environment
- Ability to prioritize and to multi-task in a fast-paced environment
- Excellent analytical and organizational skills
- Time Management and Critical Thinking skills
- Strong Verbal and written communication skills
- Working knowledge of Sage Intacct/QuickBooks accounting software is preferred