

Berean Christian Church

Dr. Kerwin B. Lee, Senior Pastor

Position: **Junior Finance Accountant III**
FLSA Status: **Exempt**
Reports To: **Senior Finance Accountant**

Principal Role

The **Junior Finance Accountant III** is a multifaceted role responsible for planning and coordinating comprehensive accounting recording and reporting functions in accordance with Generally Accepted Accounting Principles (GAAP). The Junior Finance Accountant III is accountable for providing direct and proactive financial support to the organization and its entities in terms of accounts receivable, accounts payable, monthly reports, audit support, budget preparations and overall financial leadership and performance analysis.

Primary Responsibility

The **Junior Finance Accountant III** is responsible for:

- Administering the corporate matching program for the organization each month by creating and maintaining monthly records
- Assisting in month-end close functions and department coverage schedules
- Counting one Sunday each month as the staff lead with count ministry
- 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 security by following internal controls for specific assigned business entities
- Managing the UTP Process ensuring the UTP are processed accurately and timely according to the policy and procedures each week
- Participating in weekly team meetings; in addition, meet with other business entities as a financial representative for the Finance department
- Posting of journal entries to ensure all business transactions are recorded for various entities
- Preparing and distributing monthly financial reports for staff and ministries for specific assigned business entities (monthly financials, gas reports)
- Processing various check requests, appreciation, 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 for specific assigned business
- Recording all revenues from all platforms and expenditures for specific assigned business entities
- Reviewing invoices for appropriate documentation and approval prior to entering them into the accounting system for processing

- Securing the weekly finance pick-up log from for specific assigned business entities according to the policy, procedures/ guidance for various entities
- Supporting projects to ensure the finance departments meet industry standards both internal and technique.
- 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:

- Associate or Bachelor's degree in Accounting, Finance, Business Administration, or equivalent work experience
- 4 - 6 years of experience in accounting or financial management
- Ability to prioritize and to multi-task in a fast-paced environment
- Must have personal integrity and meticulous attention to detail
- Experience working in a heavily team-oriented 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
- Strong knowledge of GAAP; Strong technical accounting background