



The Evangelical Covenant Church

JOB DESCRIPTION

Position:	Staff Accountant
Mission Area:	Finance
Reports to:	Director of Finance
Supervises:	None
Status:	Non-Exempt

Summary

The Staff Accountant expedites essential accounting and finance functions. This position helps to ensure data management, record keeping and financial transactions are consistently and efficiently carried out. The Staff Accountant computes, classifies, and records data to keep financial and donor records complete.

The Staff Accountant will provide customer service and information to internal and external constituency of the Finance ministry area, as well as provide administrative support to Finance staff.

Essential Functions

- Engage in area's electronic, phone and in-person communication in a professional, congenial, and courteous manner.
- Prepare various journal entries, account reconciliations, and provide general ledger support, in accordance with Finance's policies and procedures.
- Operate computers programmed with accounting and donor management software to record, store, and analyze information.
- Follow data management procedures to help maintain data management systems and formulate financial reports.
- Review and process incoming/outgoing correspondence, whether its bulk or individual in nature.
- Utilize various office machines and computer applications to expedite daily operations, procedures, or tasks. Specifically, operate 10-key calculators, typewriters, and copy machines to perform calculations and route documents.
- Process inquiries from constituents; respond and/or direct to the appropriate person according to need.
- Maintain paperwork and keep files organized; update and create additional dossiers, as needed.



- Conduct online research effectively and efficiently to advance area's efforts.
- Other duties as assigned, by the Director of Finance and/or Executive Director of Finance.

Education and Experience

Required:

- A bachelor's degree, with a major in Accounting, Finance or Business.
- Valid driver's license.
- Computer and Internet proficiency.
- Efficient with Microsoft and Windows applications, database development and management, and web technologies. Type a minimum of 40 words per minute.

Preferred:

- Experience in a financial and/or professional office setting.
- Working in team setting, supporting multiple staff.
- Personal engagement with the ECC (preferably minimum of 1-3 years).

Skills

- Ability to operate with discretion and confidentiality at all times.
- Works well under pressure and is able to accomplish multiple tasks, assigned by multiple staff, and at times with conflicting priorities and timelines.
- Ability to track and report progress on a wide range of tasks, simultaneously.
- Detail oriented, strong organization, prioritization and time-management skills are essential.
- Excels in attention to detail with high level of accuracy in the preparation of documents, reports, and correspondence.
- Strong service orientation and responsiveness to constituents' needs.
- Ability to respond to and deal with a range of ad hoc queries/requests.
- Maintains flexibility in approach and adjusts actions when appropriate.
- Excellent people skills: flexible, adaptive and embracing diversity of schedules, backgrounds, formats, contexts, personalities, etc.
- Self-starter, with the ability to work independently.

Environment Conditions

Able to work well in a professional office setting. Must be versatile and able to work for prolonged segments sitting or standing. Must engage frequently with office tools and equipment, such as: computer, copier, phone, web-conferencing equipment, cell communication, printers, etc. Must be able to occasionally lift or move items, less than 35lbs.