

Water Street Mission Job Description Accountant

Summary: Responsible for maintaining the General Ledger, maintaining various schedules, preparing monthly financial statements, preparing for all audits, and managing all federal and state financial reporting.

FLSA: Non-Exempt

The Accountant must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Mission's core values and ministry philosophy.

Essential Functions:

- Maintains the general ledger
- Oversees all input to the GL from various sources
- Prepares monthly financial statements and reports
- Makes journal entries
- Reconciles bank statements
- Reconciles GL accounts
- Maintains schedules in Excel
- Prepares schedules and information for annual audit and 403b audit
- Prepares schedules and information for 990s
- Manages all regular federal and state reporting
- Manages all accounts payable
- Monitors long term investment manager statements and returns
- Manages credit card donation process
- Aggregates and documents budgets for up to 5 years out
- Prepares board and committee financial reports
- Manages income/revenue reporting
- Supervises the Accounting Assistant and Bookkeeper

Education and Experience: 2-5 years of experience in accounting desired. Should have a Bachelor's degree, as well as prior experience with accounting and its software. Familiarity with Financial Edge accounting software preferred. The strong candidate should be customer service oriented, able to work in team environments as well as independently, self-motivated, able to multi-task, practices good time management, and has good communication skills. CPA license and thorough knowledge of GAAP and ECFA Standards preferred.

Reports To: VP of Finance and Operations

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend/ evening availability.

Christian Life: As an employee of Water Street Ministries you are an important member of a Christian missionary organization. All staff members are Christian missionaries and might be required from time to time to participate in chapel services, outreach ministries of counseling sessions. Due to the nature of these types of ministries it is necessary that you possess and maintain a testimony, or lifestyle, that is above reproach. Your actions during personal time might seriously affect your ability to perform these types of ministries, which are an important part of your job.