



# Job Description *We create environments to proclaim the gospel*

**Date:** May 2022

**Position Title:** Accountant

**Reports To:** Assistant Controller

**FLSA Status:** Exempt  Non-exempt

**FT/PT Status:** Part-time

## Job Summary:

We are seeking an eager, hard-working, and proactive Accountant to play a key role in recording, maintaining, and assisting with reporting on financial and general ledger data. This position will perform data entry, help process check runs, communicate with vendors, file financial material, remote deposit checks, and assist with human resource onboarding and bi-weekly payroll.

## Essential Job Functions.

1. Assist with monthly close process, including recording accounting activity and reconciling general ledger accounts (25%)
2. Executing accounts payable, including input of invoices into accounting system, ensuring each is properly coded and with approval (35%)
3. Vendor maintenance and communication (5%)
4. Handling cash collection in office, including remote depositing received checks and entering electronic deposits into accounting system (20%)
5. Assist with employee onboarding, HR file management, and bi-weekly payroll processing (10%)
6. Assist with inventory tracking and invoice processing - camp retail stores (5%)

**Skills:** Identify the job-related capabilities and activities required to perform this job well

1. Accurate and efficient data entry.
2. Pro-active and critical thinking skills to meet needs of changing environment more efficiently.
3. Time management and organizational skills to manage multiple priorities and meet deadlines.
4. Give exceptional customer service to internal Crossings staff and external vendors.
5. A can-do attitude to help with other items as needed for the accounting team.
6. Independent thinking – review tasks at hand and suggest improvements

**Work Experience:** Describe the type of previous job-related experience required.

- Previous accounting experience required.
- Experience with QuickBooks is desirable.
- Basic Microsoft Office Suite experience required.

**Education:** Check only the highest education degree required for this job.

High School  Associate or Technical  Bachelor  Masters

**Required Licenses or Certifications:**

None