

**Job Title:** Senior Accountant  
**Role for:**  
**Reports to:** Accounting Manager  
**Supervises:** not applicable  
**FLSA status:** Hourly (25-30 hrs/wk)

**Role Summary:**

The Senior Accountant will be an integral member of the accounting team, assisting with front line, day to day accounting responsibilities and fiscal period end closing while ensuring all financial information is properly recorded and documented according to IRS, GAAP (Generally Accepted Accounting Principles) and Hope guidelines.

**Concentration:** Account analysis, reconciliations, reporting and period close.

**Success:** Leading the fiscal period close process by ensuring all transactions are properly recorded, account balances are correct and preparing monthly financial statements with commentary for finance/accounting leadership review of period's results, consistently, on or before the 6<sup>th</sup> business day.

**Key Results**

**Responsibility Overview**

- Prepare and record journal entries to the general ledger.
- Oversee recording and reconciliation of other income receivables and special initiatives.
- Prepare and maintain account reconciliations, financial analysis, and reporting.
- Assisting with preparing, monitoring, and importing of budgets.
- Lead month end and year end close process.
- Produce error-free accounting reports and present results according to schedule.
- Review and recommend modifications to accounting systems and procedures.
- Spot errors and suggest ways to improve efficiency.
- Assisting with annual audit preparations.
- Performing other accounting duties and supporting staff as required or assigned.

**General Ledger**

1. Enter financial data such as accruals, deferrals, reclassifications, internal transfers, compensation, benefits, other income, and allocations monthly, and prepare reports and account reconciliations.
2. Record proper journal entries to recognize the receipt and sale of non-cash donations.
3. Perform account analysis to ensure that journal entries and balances are correct and are in balance with sub-systems, if applicable.
4. Records journal entries to ensure transactional compliance to guidelines, data integrity and financial planning method.

**Treasury**

5. Monitors, reports, and requests cash transfers, when applicable, to maintain proper cash account balances.
6. Reconciles cash account activity to bank activity, including resolving issues.

7. Provides summary & activity balance report of operating and earmarked funds monthly, including requesting proper transfers and/or relief of earmarked funds.

### **Reporting & Analysis**

8. Prepares and distributes weekly contribution control report to cash management team with commentary.
9. Leads month end close process to ensure financials are generated and ready for finance/accounting leadership review on or before the 6<sup>th</sup> business day.
10. Provides explanations for variances for actuals as compared to budget/forecast.
11. Communicates to ministry when prior period is completed, and reports can be generated.
12. Prepares account reconciliations.
13. Assist with the preparation and execution of annual audits.

### **Customer Service**

14. Provide exceptional customer service to inquiries requested from internal and external sources promptly.
  - a. Serve as primary point of contact for general ledger, reconciliation, treasury and reporting questions and inquiries.
  - b. Exercise discernment, professionalism, and humility while working toward prompt solutions.
  - c. Assist Hope staff with all accounting needs.
15. Operations team member supporting budget and forecast activities.
  - a. Participate in meetings.
  - b. Uses knowledge to ensure data alignment in the general ledger.
  - c. Supports team with analysis and/or data.
16. Communication reminders to Hope staff to promote prompt processing.

### **Procedural**

17. Aid in the compilation and maintenance of standard operating procedures (SOP).
  - a. Periodically review SOPs (Standard Operating Procedures) for relevance and effectiveness and supply feedback to management for areas of concern or need updating.
  - b. Support other team members and Hope staff by explaining and using proper SOPs.
18. Support of initiatives that uphold the mission of Hope Community Church as communicated by leadership and/or initiatives of internal operations that supply foundational support for Hope at large.

### **Essential requirements:**

- Exceptional knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP).
- Thorough knowledge of basic accounting procedures.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with financial accounting statements.
- Experience with general ledger functions and month/year end closing procedures.
- Accuracy and attention to detail.
- Thorough understanding of accounting practices and procedures and the ability to train others in related practices and procedures.

- Excellent organizational skills and attention to detail.
- Bachelor's degree in accounting, finance, business, or related field.
- 2+ years of experience as an accountant or related field.
- Proficient with Microsoft Office Suite, Teams, and accounting software.
- Excellent communication skills, both written and verbal.
- Fast paced environment and ability manage competing demands and deadlines.
- Acknowledge receipt and abide by and support HR policies, including exhibiting stewardship of all budget allocations.
- Affirm and support the statement of faith of Hope Community Church.
- Actively involved in the life / culture of Hope.
- Adapt smoothly to changing work environment and manage competing demands.
- Exceptional attention to detail, including proof reading and reconciliation.
- Other duties as assigned.