



Job Title: Accounting Associate
Role for:
Reports to: Accounting Manager
Supervises: not applicable
FLSA status: Hourly (25-28 hrs/wk)

Role Summary:

The Accounting Associate will be an integral member of the finance and 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 and Hope guidelines.

Success: Being a team member that is knowledgeable in general accounting responsibilities and is active and willing to collaborate and support the team in finance and accounting functions.

Responsibilities Include

- Provide customer support to our team, staff, and vendors.
- Assist with accounts payable, including vendor maintenance, transaction approval processing, and vendor payments.
- Assist with weekly revenue processing and recording in the financial and church management system.
- Prepare and record office deposits.
- Reconcile and report any discrepancies found in records.
- Assist in the preparation of budget consolidation for importing.
- Record journal entries as needed.
- Monitor and upkeep of special fund balances; including notifications of transfers required.
- Produce error-free accounting reports and distribute 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.
- Attend weekly meetings.
- Performing other accounting duties and supporting staff as required or assigned.

Essential requirements:

- General knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP) and associated processes.
- Understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with financial accounting statements.
- Experience with general ledger functions and month/year end close procedures.
- Accuracy and attention to detail.
- Excellent organizational skills and attention to detail.
- Associate degree or prior experience in accounting, finance, business, 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.