



**Job Title:** Accounting Associate

**Reports to:** Director of Finance

**Position Type:** Part-Time

**Schedule:** Monday-Thursday

**Role Summary:**

The Accounting Associate is an integral member of the finance and accounting team. The Accounting Associate contributes and provides support for receivables, payables, and reporting by processing transactions according to functional and departmental timeliness and accuracy standards, communicating effectively with both internal and external customers, and handling day-to-day tasks that will assist management and others in making decisions.

**Responsibilities Include**

- Process accounts payable in compliance with financial policies and procedures.
- Prepare and process electronic transfers and payments.
- Reconcile accounts payable transactions and monitor accounts to ensure payments are up to date.
- Research and resolve invoices, payment, or vendor inquiries.
- Reconcile accounting team purchasing card.
- Process deposits (office, missions, coffee shop, other) in compliance with financial policies and procedures.
- Support contribution processing in compliance with financial policies and procedures.
- Open and distribute all incoming mail.
- Produce monthly reports and assist with month-end closing.
- Assist in reconciling accounts and transactions between systems, prior periods and supporting documentation following established procedures.
- Assist with annual audit preparations.
- Attend weekly meetings.
- Perform other accounting duties and supporting staff as required or assigned.
- Other duties as assigned.

**Requirements:**

- General knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP) and associated processes.
- Demonstrates an elevated level of customer service ability.
- Affirm and support the statement of faith of Hope Community Church.
- Actively involved in the life / culture of Hope.

**Skills:**

- Excellent organizational skills and attention to detail.
- Ability to prioritize and multi-task, while still delivering accurate and high-quality results.



- Work in a fast-paced environment.
- Team player.
- Ethical capability to handle confidential information.
- Excellent communication skills, both written and verbal.
- Can work independently, creative problem solver, and work through ambiguity.

**Education/Experience:**

- High school diploma, or equivalent.
- Associate or bachelor's degree in accounting, finance, business, or related field (Preferred)
- Cloud-based accounting software, Blackbaud Financial Edge NXT (plus).
- Proficient with Microsoft Office Suite and Teams.