

Job Title: **Staff Accountant** (Non-exempt)

Objective: The objective of the Staff Accountant is to perform basic accounting functions with a high degree of completeness and accuracy, particularly payroll and accounts payable tasks (including expense reimbursements); also responsible for reconciliations, journal entries, sales taxes, internet transfers, processing invoices, and some reports, as well as assist in the smooth operation of the Finance Department.

Reports to: Finance Manager

Supervises: None

#### Spiritual Qualifications

- Person of prayer
- Willing to participate in daily devotions
- Teachable spirit
- Committed to personal spiritual growth
- Adherence to the Statement of Faith and Moral Conduct Policy

#### Educational/Experience Qualifications

- College degree in accounting or three years work experience in accounting, preferably in non-profit/fund accounting
- Experience in payroll beneficial
- Intermediate level experience in Excel
- Proficiency in 10-key operation
- Experience in MIP accounting system and/or with Paycom.com beneficial

#### Other Qualifications

- Self-starter, ability to work independently when appropriate
- Customer-service oriented with dedication to ISI staff and other constituents
- Exhibits a positive, professional manner and is a Team player
- Excellent computer skills. Comfortable using MS Office applications, especially Outlook and Excel
- Experience using MIP accounting software system helpful
- Detail oriented
- Good public contact and communications skills, both verbal and written
- Good problem-solving and judgment skills
- Ability to perform multiple, simultaneous tasks
- Ability to work in a paperless environment
- Able to work through processes thoroughly and accurately in a timely manner
- Ability to meet deadlines
- Project oriented
- Ability to work under stress/with interruptions
- Ability to follow through with tasks until completion
- Ability to be discreet with confidential matters (i.e. pay rates, personnel matters, etc.)

#### Responsibilities

1. Ensure that reimbursements are processed in a timely manner. This entails the following actions:
  - Track reimbursements for payment

- Ensure Reimbursements have proper account coding and approval signatures
  - Ensure reimbursements conform with the reimbursement policy
2. Process reimbursements, invoices, etc. for payment
    - Coordinate check runs
      - Print checks
      - Obtain signatures
      - Maintain contract payments
      - W-9 tracking
      - Maintain 1099 information
      - Mail checks
      - Log and code documentation for filing
      - File backup documentation
    - Maintain vendor database
  3. Enter deposits
    - Set up import file daily
    - Update deposit summary sheet
  4. Compute and process payroll files.
    - Keep up with Personnel Action Forms
    - Update payroll spreadsheet
    - Maintain employees in Paycom HR system
  5. Run and distribute reports to include the following:
    - Field Staff Income & Spending Status Report
    - 13-month Visa report
    - ISMC quarterly report
  6. Ensure accurate and timely reconciliations of the following:
    - Credit Card statements
    - Bank account statements
    - Other accounts as assigned
  7. Accurate processing of general journal entries regarding:
    - Website allocations
    - Materials
    - Postage allocations
    - Escrow savings transfer
    - Month-end entries
  8. Compute and file sales taxes on a monthly, quarterly, and annual basis.
  9. Other Duties:
    - Answer staff questions pertaining to these areas of responsibility
    - Assist with New Staff Orientation (NSO) presentation
    - Assist with data gathering for annual financial audit
    - Cross training and all other duties as assigned