

Job Title: **Staff Accountant** (Non-exempt) Part-Time 30 Hours

Objective: The objective of the Staff Accountant is to perform basic accounting functions with a high degree of completeness and accuracy, particularly payroll, reconciliations, journal entries, sales taxes, internet transfers, processing invoices, and reports, as well as assist in the smooth operation of the Finance Department including day to day communication and service to field personnel.

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 five-year work experience in accounting, preferably in non-profit/fund accounting
- Experience in payroll required
- Expert level experience in Excel required
- Proficiency in 10-key operation beneficial
- Experience in QuickBooks required; certifications preferred
- Paycom.com software experience highly 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
- Team player
- Good computer skills. Comfortable using MS Office applications, especially Outlook and Excel.
- 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
- 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
- Ability to de-personalize self from pay rates, etc.

## Responsibilities

1. Process monthly and semi-monthly payroll.
  - Personnel Action Forms
  - Timesheets
  - Fund balance review and calculation
  - Reconciliations
  - Research discrepancies
  - General ledger entries
2. Enter bank deposits.
3. Prepare bills/invoices/reimbursements for payment.
4. Accurate processing of general journal entries regarding:
  - Web allocations
  - Materials
  - Postage allocations
  - Month-end entries
5. Compute and file sales taxes on a monthly, quarterly, and annual basis.
6. Run and distribute reports to include the following:
  - Field Staff Income
  - 13-month Visa report
  - ISMC receipts
7. Ensure accurate and timely reconciliations of the following:
  - Visa statements
  - Prepaid insurance
  - Bank accounts
  - Other accounts as assigned
8. Other Duties:
  - Answer staff questions pertaining to these areas of responsibility
  - New Staff Orientation (NSO) presentation
  - Assist with data gathering for annual financial audit
  - Cross training
  - Chapel / devotion time
  - All other duties as assigned