



## MINISTRY DESCRIPTION

**Title:** Staff Accountant I  
**Division:** Operations  
**Working Group:** Finance  
**Reports to:** Accounting Director

**Schedule:** Regular, full-time  
**FLSA:** Exempt

### Ministry Function

The Staff Accountant is an integral part of the Finance team and is responsible for assisting in all accounting and reporting activities. The Staff Accountant will work closely with all members of the Finance team and other departments for accounting support.

### Essential Duties & Responsibilities

1. Maintains G/L integrity by preparing journal entries.
2. Reconciles key G/L accounts on a monthly basis.
3. Processes expense and cash advance reports.
4. Assists in the preparation of interim and annual financial statements and reports.
5. Assists with the processing of fee-for-service and accounts receivables.
6. Assists with preparation of various regulatory and compliance filings.
7. Assists in preparation of annual financial audits.
8. Assists in preparation of annual IRS Form 990.
9. Reconciles monthly investment accounts.
10. All other duties as assigned.

### Required Knowledge, Skills & Abilities

1. Bachelor's degree in accounting is preferred; associates degree is required.
2. CPA is preferred.
3. 1+ years of experience in accounting field is preferred.
4. Basic understanding of nonprofit industry accounting principles.
5. Basic understanding of inter-company/eliminating transactions and consolidated financial reporting.
6. Advanced Excel skills and working knowledge of accounting software.
7. Strong communication skills, both verbal and in written.
8. Effective collaboration skills and a positive attitude in demanding and time-sensitive environments.
9. Personal qualities of integrity, credibility, and unwavering commitment to Convoy of Hope's mission.
10. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

### Supervisory Responsibilities

No supervisory responsibilities.