

Open House Ministries
Job Description
3/7/2018

Job Title: Sr. Accountant
Reports to: Executive Director

Job Summary: This position is to support Open House Ministries mission by overseeing, coordinating and monitoring the various contribution/income sources, accounts payable, payroll, cash flow and financial statements of our non-profit organization. This position works closely with the Executive Director, Board Treasurer and other members of the leadership team of the organization in setting budgets, monitoring and analyzing financial performance and working closely with managers to assist them in understanding the financial aspects of their program area.

Essential Job Responsibilities:

- Function as an effective team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives
- Complete all accounting functions in QuickBooks, including but not limited to: careful management of accounts payable, income entries from Donor Snap into QuickBooks, weekly reconciliation of income between Donor Snap and QuickBooks, payroll entries, bank reconciliations, general journal entries and regular schedule of balance sheet recons
- Work with the Executive Director, Board Treasurer and management team to facilitate preparation of annual operating and capital budgets
- Prepare monthly financial statements and budget variance reports from QuickBooks
- Review financial statements and department reports to ensure the accuracy of all transactions
- Conduct monthly financial analysis of revenue, expenditure actuals and budget, and provide written reports as requested
- Ensure compliance with all accounting policies and procedures. Coordinate updates to policies and practices as necessary
- Be an active participant in the design and implementation of a new chart of accounts to support improved reporting and tracking of functional organization expenditures and the automation of a data feed from Donor Snap to QuickBooks.
- Maintain, and keep current, records and archives of grants, reports, correspondence, and other material related to program budgets
- Comply with all aspects of financial reviews and independent fiscal audits and/or local audits of grants
- Assist management team in analyzing organization's insurance requirements, negotiating insurance policy contents, purchasing policies, and managing all aspects of coverage and claims
- Manage employee relationships involving payroll and benefits
- Support the Development Director in implementing development strategies in accordance with the company's approved long-term business plan and in compliance with all applicable state and federal regulations
- Maintain organized and accessible record keeping and filing system.
- Other projects as assigned by the Executive Director
- Maintain strict confidentiality of program, staff and client information.

Skills and Experience:

- Bachelors' degree in business, financial management, accounting or related work experience
- At least five years experience in all aspects of accounting and general office management
- High level of attention to detail and accuracy
- Must be able to pass a criminal history and credit history background check
- Highly proficient in QuickBooks and Microsoft Office Suite.

Non-Essential Skills and Experience:

- Experience with Donor Snap or CRM donor management software
- Experience in non-profit or government fund accounting preferred

FLSA status: Exempt

Reporting to this position: No direct reports, may be assigned employees or volunteers to indirectly supervise.

Work Flexibility: This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job (or position) description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. Job duties may change from time to time based on our business needs. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our mission.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually moderate.



EMPLOYMENT APPLICATION

Mission Statement: Open House Ministries is a faith-based community organization helping homeless families by providing shelter and intervention through Christ-centered, life changing program.

Name: _____
First Last Middle Initial

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ Initials _____ I hereby give my permission to OHM to conduct a background check.

EDUCATION

School	Course of Study	No. of Yrs.	Graduate?
High School _____	_____	_____	Y/N/ _____
College _____	_____	_____	Y/N _____

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT

1) _____ From _____ to _____ Position _____

Company Name Describe the work you did _____

Address _____

City/State/Zip _____

Telephone _____

Supervisor _____

2) _____ From _____ to _____ Position _____

Company Name Describe the work you did _____

Address _____

City/State/Zip _____

Telephone _____

Supervisor _____

3) _____ From _____ to _____ Position _____

Company Name Describe the work you did _____

Address _____

City/State/Zip _____

Telephone _____

Supervisor _____

PERSONAL REFERENCES

Name	Address	Telephone
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Name	Address	Telephone
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PASTORAL REFERENCE

Name	Church	Address	Telephone
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PERSONAL STATEMENT

Write below a brief statement of your relationship and commitment to Jesus Christ and the church

ACKNOWLEDGEMENTS

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes _____ No _____

If yes, for what and when: _____

I certify that the information I have presented in this form is true and correct to the best of my knowledge. I understand that any false statements, omissions or misrepresentations either on my application form or personal interview may result in the rejection of my application or discharge from Open House Ministries.

Signature

Date