

Job Announcement

JOB TITLE: Staff Accountant

DEPARTMENT: Office of General Minister and President – Treasury Services

SUPERVISED BY: Vice President for Finance

JOB CLASSIFICATION: Full Time

SUMMARY:

The **Office of the General Minister and President** (OGMP) seeks a qualified candidate with a bachelor's degree in accounting or another finance field, who has passed or is eligible to sit for the CPA exam. The full-time, exempt position*, reporting to the Vice President for Finance, will work directly with our treasury team, providing accurate and timely service to our treasury customers and staff members.

JOB DUTIES AND RESPONSIBILITIES:

- Prepare financial statements
- Reconcile general ledger, including investment tracking
- Prepare, review and approve adjusting, payroll and standard journal entries
- Review and approve cash receipt entries
- Ensure proper and adequate journal entry documentation
- Perform bank reconciliations
- Maintain fixed assets records
- Prepare property tax returns
- Other projects as directed by Vice President for Finance

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to learn and utilize general ledger and contribution tracking software
- Advanced knowledge of Microsoft Excel and ability to use other Office Suite products
- Ability to interact with clients of Treasury Services
- Ability to complete responsibilities by deadlines
- Ability to be a team player
- Strong organizational skills
- Strong written and oral communication skills
- Strong attention to detail
- Aspire to maintain professional competence, financial integrity, ethical conduct, and confidentiality
- Ability to support and understand the Mission Imperative of the Christian Church (Disciples of Christ)

REQUIRED EDUCATION AND EXPERIENCE:

- *Bachelor's Degree in accounting or another finance field (required)
- *CPA (preferred)
- Financial Edge and Raiser's Edge software experience (preferred)

***Interested candidates who are graduating in May 2016 are strongly encouraged to apply. We are willing to create a bridge position for the remainder of the spring semester.**

COMPENSATION:

The salary is commensurate with experience.

APPLICATIONS:

Resumes will be received through April 1, 2016 and should include a cover letter.

For more information or to submit a confidential resume please contact:

John Goebel, Vice President for Finance, jgoebel@disciples.org

The Office of the General Minister and President is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, disability, veteran status, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.