



JOB DESCRIPTION

POSITION TITLE: EXPENSE ACCOUNTANT

REPORTS TO: DIRECTOR OF FINANCE AND ACCOUNTING

DEPARTMENT: ACCOUNTING AND HUMAN RESOURCES DEPARTMENT

PAY GRADE: DEPENDENT UPON QUALIFICATIONS AND AVAILABLE AFTER APPLICATION

CONTACT: IF INTERESTED, PLEASE PROVIDE RESUME TO FINANCE@FBCONCORD.ORG

SUMMARY OF POSITION

The Expense Accountant performs a variety of tasks related to accounting for and processing of expenses, accounts payable, and other general accounting functions for all ministries of FBConcord. The position assists other departments in areas related to budget controls and expense/budgetary processing and reporting. The position will assist in the upcoming conversion of the expense processing system. The position will also be assisting the Human Resources Director with various ongoing tasks and projects as they arise. The position may also serve as a back-up to various other general ledger accounting functions.

KEY RESPONSIBILITIES

1. Demonstrates a Christ like attitude in performing responsibilities that support the work of all the Lord's ministries at FBConcord.
2. Performs accounting responsibilities regarding expense processing, recognition, and budgetary reporting.
3. Ensures accounts payable and expense processing are in accordance with generally accepted accounting standards and approved budgetary controls.
4. Processes accounts payables and serves as primary contact with certain vendors.
5. Resolves inquiries and requests regarding general accounting needs within the organization.
6. Maintains accurate and auditable accounting records and files.
7. Assist in other general accounting processing at times when needed, such as assist with journal entries, bank reconciliations, general ledger account maintenance, event registration payments, and other payments.
8. Works with the Director of Finance and Accounting on ongoing tasks and other projects.
9. Works with the Director of Human Resources on ongoing tasks and various projects as they arise.
10. Will be involved in the upcoming conversion of expense processing systems.

EDUCATION AND EXPERINECE REQUIREMENTS AND PREFERENCES

1. Degree in business or related field required (but accounting degree preferred).
2. Two (2) years' work experience in accounting or related field preferred.
3. Experience with fund and non-profit accounting preferred.
4. Experience in Human Resources a plus, but not required.

KNOWLEDGE OR SKILL REQUIREMENTS AND PREFERENCES

1. Knowledge of general accounting principles.
2. Experience with accounts payable and expense processing systems.
3. Knowledge of Microsoft Excel and other Microsoft Office programs.
4. Interpersonal skills necessary to effectively deal with diverse groups, employees, and visitors.
5. Able to work and cultivate a team environment.
6. Professional maturity and communication skills, both verbal and written.
7. Motivated and able to perform responsibilities without close supervision.
8. Discretion and trustworthiness due to frequent contact with confidential material.
9. FBConcord church member preferred (Local Evangelical church attender required).

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of certain elements essential to the job.