



Job Description

Title:	Staff Accountant
Qualifications:	Must have a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends' statement of faith. Be a self-motivated and enthusiastic individual with strong organizational skills. Possess the ability to multi-task, establish priorities, analyze figures, and have knowledge of Accounting Principles. Demonstrated high proficiency in Excel and a working understanding of GL software and Chart of Accounts. Must also exhibit excellent math, verbal, and written skills.
Education:	Candidates must possess a Bachelor degree in Accounting or Business and at least 2 years of Accounting experience.
Status:	Temporary to Hire
Reports to:	Director of Accounting & Finance Services
Salary:	Commensurate with experience

Our ministry is experiencing rapid growth and we are seeking an experienced Staff Accountant to join our Accounting and Finance Services team. As a Staff Accountant, the candidate will be required to support the Director of Accounting & Finance in carrying out the responsibilities of the Accounting and Finance Services Department.

Duties:

- Assist the Director Prepare accounting related entries to numerous registers, journals, and logs.
- Support Accounts Payable activities to ensure accuracy and timeliness of invoice creation and entry.
- Reconcile Area Ministries Monthly Expense Reports, Visa, Amex, Petty Cash, and Prepaid accounts.
- Handle and process Main office and Area Ministries' check requests and maintain vendor contracts.
- Maintain the Fixed Asset and associated depreciation schedules on the Financial Edge Software System; provide monthly detail to the Director for General Journal entries; insure proper recording of new purchases and disposals.
- Manage employee credit card applications and charges.

- Assist the Director in tracking and maintaining company insurance policies.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the Director.
- Follow our organization’s established accounting processes.

Ministry Life:

As a Christ-centered ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment, but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY

The Staff Accountant will fully embrace the Four Pillars of Joni and Friends:

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

Please send resume with cover letter to:

employment@joniandfriends.org

Please, No Phone Calls