



Position Description

TITLE:	Accountant	LOCATION:	San Diego, CA
SUPERVISOR:	Chief of Staff	LAST REVISED:	4/2019
TEAM ASSIGNMENT:	Administration Team	FSLA CODE:	Non-Exempt
STATUS:	Full-time Regular Team Member	SUPERVISORY RESPONSIBILITIES:	None

POSITION SUMMARY:

The Accountant is responsible to apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing income/expense statements, utilizing appropriate accounting control, and maintaining day to day bookkeeping responsibilities

POSITION FUNCTIONS:

- General Accounting – reconcile all accounts, perform monthly fixed asset and miscellaneous cash receipt accounting, administer accounting systems and enhancements, maintain chart of account structure and allocation methodology, complete year-end close cycle, post accruals, ensure adherence to GAAP, research complex accounting issues
- Full Cycle Accounts Payable – post invoices, generate checks, transfers and other reports and processes
- Payroll for 30+ employees in multiple locations and countries (USA, Mexico and South Africa) including 1099s and tax reporting
- Budgeting – prepare annual operating and capital budgets, create mid-year budget scenarios as required, control budget changes
- Reporting – create monthly and program financial reports including variance analysis, interpret results as requested
- Internal Controls – assist in the development and compliance with internal controls, maintain effective accounting procedures and policies, monitor pending regulations effecting the organization
- General Bookkeeping-
 - Verify, allocate, and post details of business transactions to subsidiary accounts in accounting software from documents such as sales slips, invoices, receipts, check stubs, and computer printouts
 - Receive, pay, and post all invoices directed to the organization
 - Maintain accurate and current accounts payable files
 - Manage functional allocation of expenses by cost center distributions and managerial accounting structure
 - Under the guidance of the CFO monitor *presentation* and *disclosure* by ensuring that accounts are described and classified in financial statements in accordance with GAAP and all material disclosures are provided
 - Record keeping - systematize and retain records for easy inspection (accounting, tax, corporate, etc.)

-Maintain effective banking relationships, oversee cash disbursements in the US and abroad, financial modeling/forecasting, risk assessment, funding analysis for major initiatives, cash and credit card reconciliation

-Prepare records for annual audit as requested - perform internal audits as needed

- Assist other teams and team members with organizational projects

REQUIRED QUALIFICATIONS:

- Bachelor's Degree including at least two years of coursework in Finance or Accounting and at least 4 years of continuous experience as a Bookkeeper or Accountant or a combination of the above. Knowledge of GAAP.
- Experience with Excel is required, experience with Xero is highly preferred; Proficient in use of Microsoft Office
- Ability to multi-task and manage a wide variety of activities while working in an open office environment.
- A highly analytical individual committed to detail accuracy and timeliness of all activities.
- Bilingual English/Spanish preferred.

CORE ABILITIES

All team members at Amor will demonstrate these abilities according to their role and responsibilities.

- **CREATIVITY AND INITIATIVE** - Contributes new ideas and new ways of thinking to improve ministry performance. Identifies need for change and develops/accepts creative approaches and solutions. Fully uses gifts and talents. Finds alternative ways to complete assignments in a more cost effective manner.
- **SELF-DEVELOPMENT** - Personally commits to and actively works to continuously improve as an individual; understands that different situations and levels may call for different skills and approaches; works to attain knowledge, skills, certificates, etc. when applicable.
- **GOAL SETTING** – Actively participates in setting team goals; is forward thinking in creating personal goals; meets or exceeds personal goals. Monitors and shares information about external events, trends and considers “what ifs” that may affect the ministry.
- **COMMUNICATION** - Provides timely, clear, accurate and useful information to others; listens for understanding; asks clarifying questions; promotes effective discussions.
- **FLEXIBILITY** – Effectively adapts to change. Has a tolerance for ambiguity. Maintains composure when under stress or when dealing with conflict.
- **JUDGEMENT** - Makes effective decisions based upon a mixture of analysis, wisdom and experience; sought out by others for advice and solutions.
- **SAFETY** - Performs work and helps others to accomplish their tasks in a safe manner consistent with legal requirements, policies, procedures, best-known methods and good judgment.

PHYSICAL REQUIREMENTS / POSITION DEMANDS

- Sit for extended periods
- Lift up to 25 pounds
- Have adequate vision to read, operate a computer and office equipment
- Able to communicate verbally in person or via phone and in writing
- Able to drive in both Mexico and the United States on both paved and unpaved roads
- Work occasionally on holidays, weekends and evenings
- Have and maintain a current driver's license
- Have and maintain a current passport
- Travel less than 10% of the time including the ability to travel internationally
- Be occasionally exposed to outside weather conditions
- Maintain an active involvement in a local church

FLSA CODE: NON-EXEMPT

Hourly Rate: \$24-\$26.25 DOE

Hourly

STATUS: Full-Time Regular Team Member

BENEFITS: 50% Paid Medical Base Plan,
50% Paid Dental and Vision Plans;
Employee Funded 403(b), Roth, FSA, and
Supplemental Insurance Options; Paid
Vacation and Holidays

Supervisory Responsibilities:

None