

The Friends of Israel Gospel Ministry, Inc.

Position Description

Position: Accountant

Reports to: Vice President of Finance

Start date: Beginning of September 2019

Purpose of the Position

The Accountant is responsible for processing accounts payable, completing payroll for all staff including wire transfers to foreign staff, processing monthly annuity and promissory note payments, maintaining the daily bank records, filing tax forms to the IRS, assisting in monthly/year end closings of the general ledger and preparation for the annual audit, and assisting the Vice President of Finance in their duties.

Objectives of the Accounting Department

1. Help accomplish FOI's mission.
2. Keep accurate and comprehensive financial records.
3. Provide timely reporting of the financial records to management.
4. Ensure adequate control and integrity of the FOI finances.

Position Qualifications

1. Training in accounting, with a bachelor's degree in Accounting or Business Administration required. Minimum 0 to 5 years' of experience. Part-time experience will be considered.
2. Proficient with computers and software including Excel, Word and Adobe Acrobat.
3. Capable and pleasant in handling inquiries from others.
4. Able to accomplish tasks assigned with minimal supervision.
5. Good interpersonal skills with fellow staff members.
6. Excellent organizational skills.
7. Adaptable to changing technology.

Position Responsibilities

- Daily management of the bank cash accounts.
 - Reconciling to daily bank account statements.
- Processing of the bi-weekly and monthly payrolls.
 - Completed through payroll processor.
- Processing of all wire transfers domestic and foreign.
- Processing accounts payable.
- Monthly reconciling of refund and holding accounts.
- Monthly Annuity and Promissory Note payments.
- Year-end closing of the General Ledger.
 - Set up files for the New Year.
 - Assist the Vice President of Finance with the audit preparation.
- Projects as assigned by the Vice President of Finance.
- Any other duties as directed by the Vice President of Finance.

Professional Training and Development

The accountant will receive training for the Payroll, Expense Management and Blackbaud accounting software programs. The Friends of Israel encourages membership in professional associations and attendance at professional conferences. Other training will be provided as needed.

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