

The Friends of Israel Gospel Ministry, Inc.

Position Description

Position: International Accountant Full-Time

Reports to: Vice President of Finance

Location: Hybrid – In HQ office and Remote with flexibility for FOI ministry in International time zones

Purpose of the Position

The International Accountant is responsible for assisting with the coordination of the financial accounting and reporting activities for operations across our international organizations. They are also responsible for supporting the Vice President of Finance in design and implementation of corporate accounting policies and procedures, internal controls and financial information systems.

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 2-5 years of experience. Part-time experience will be considered.
2. Proficient with computers and software including Excel, Microsoft Suite, Google Workspace, 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, including Jewish and cultural sensitivities.
6. Excellent organizational skills.
7. Adaptable to changing technology.

Position Responsibilities

- Manage and oversee monthly, quarterly and year-end international financial accounting for accuracy.
- Assist with development of annual operating budgets for international FOI offices.
- Prepare financial data for the purpose of financial reports, Board reports, and analysis with timely completion.
- Improve timeliness and accuracy of financial closing and reporting for international organizations.
- Maintain a repository of historical financial data for international organizations.
- Coordinate with international offices maintaining regular meetings for communication.
- Assist in audit preparation by assembling and reviewing international reports.
- Assist in resolution of any accounting and internal control issues related to international accounting operations.
- Handle accurate accounting and transactions between multi-national currencies.
- Assist in coordination efforts with external service providers for international accounting requirements.
- Support expansion of The Friends of Israel organizations in new countries.
- Any other duties as directed by the Vice President of Finance.
- This position will require domestic and international traveling.

Professional Training and Development

The International Accountant will receive training for the 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.