**North American Mission Board**

**Job Description**

**Job Title:** Staff Accountant

**Group:** Shared Services

**Team:** Financial Services

**Location:** Alpharetta

**Reports to:** Assistant Controller

**Exempt/nonexempt** Exempt

**Southern Baptist Required:** Yes

**SUMMARY**

This position will support NAMB’s ministry objectives in Sharing Christ, Starting Churches, and Sending Missionaries and Volunteers by serving as a Financial Analyst to NAMB’s teams as assigned. Will have knowledge of all NAMB’s financial services, systems and policies and will provide proactive customer service to NAMB’s employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

1. As needed, serve the following teams within Financial Services: Accounts Payable (“AP”), Donation Receipts (“Receipts”), and General Ledger (“GL”). Acquire knowledge of systems, processes, and policies to be prepared to guide various stakeholders of NAMB (e.g. employees, suppliers, donors, and churches) through questions regarding expense reporting, donations, invoices, payments, and other general Financial Services questions.
2. Support the general accounting monthly financial statement closing process, including closing of AP, Receipts, and GL modules, reconciling significant account balances, and preparing journal entries.
3. Support the Accounts Payable team through processing invoices in the ERP system, answering questions from various ministry teams and suppliers, and reviewing various expense reports for compliance with NAMB’s policies and procedures.
4. Support the Receipts team through recording donation amounts, designations, and donor information and responding to various missionary and donor questions.
5. After acquiring skillsets across Financial Services, serve in a utility capacity to support teams during their busiest seasons.

**CHRISTIAN WALK**

Evidences of a mature and growing Christian walk characterized by Paul in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God’s authority n all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

**SUPERVISORY RESPONSIBILITES**

May coordinate the daily workflow of other team support staff and volunteers on an as needed basis.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor’s degree (B.A.) or equivalent in accounting; or four or more years’ related experience and/or training; or equivalent combination of education and experience. CPA licensed or CPA eligible preferred, but not required.

**COMMUNICATION SKILLS**

Must have the ability to understand and communicate in English. Accurate spelling, grammar, punctuation, capitalization and business writing essential. Ability to respond to common inquiries from customers.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS, ABILITIES, QUALIFICATIONS**

Microsoft Excel is required. Microsoft Word, PowerPoint and Outlook are preferred. Use of simple copiers and office machines necessary. Typing skills required at no less than 55 words per minute; prefer 65 or more.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**PERSONAL QUALITIES**

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment. Aware of personal strengths and shortcomings and benefits from constructive criticism. Is a member of a local church and takes an active role as time permits. Demonstrates energy, with a bright, positive affect, warmth and genuine interest in people.