

Staff Accountant:

Job Description, Duties and Requirements

The staff accountant must possess basic mathematic skills, the ability to analyze figures, knowledge of accounting principles and excellent verbal and written skills. The staff accountant must be able to multi-task, establish priorities and organize efficiently. Knowledge of computers and familiarity with accounting software is also essential. The skills and specifications requires by a staff assistant are:

- High skills of organization**
- Time management**
- Honesty and integrity since he has access to all the ministry's financial details**
- Keeping track of assets and liabilities of the ministry and acting as a troubleshooter for various finance related problems**
- Acts as an assistant to the ministry's Accounting Manager in various functions like opening and closing of financial books, preparation of the annual financial reports and working with the external auditors for the ministry.**

Must be highly skilled in dealing with financial and numeric data.

Must be highly skilled in use of Excel Spreadsheets.

Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.

Must have very good verbal skills.

Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.

A minimum of 2 years' experience in accounting is required.

General accounting encompasses a variety of tasks in the accounting department. Journal entries, reviews and making adjustments to financial transactions are common duties for staff accountants. Staff accountants may also provide ad hoc services to other departments or at their supervisor's request. Staff accountants often have more education or experience than other individuals, allowing them to complete more accounting functions.

Budgets

Staff accountants can play a role in developing and implementing a ministry's budget. Budgets typically relate to the financial accounts where staff accountants post financial transactions and other information. While a staff accountant may not be responsible for creating the budget, presenting the information is an important part of the budget process.

Reconciliations

Reconciliations are formal accounting reports where information from a ministry's accounting ledger is compared to an internal or external document, such as a bank statement. Reconciliations ensure a ministry's financial information is accurate and represents a true picture of a ministry's financial health.

Accounts Payable

Accounts payable is the process a ministry uses to pay bills from vendors, suppliers and other outside sources. Staff accountants will match invoices to internal purchase orders and receiving documents to ensure the information matches. This position ensures the ministry does not pay for goods or services not received.

Accounts Receivable

Accounts receivable is the opposite of accounts payable. Staff accountants in the accounts receivable process receive money from customers and donors and clear off open accounts from the ministry's general ledger.

Financial Statements

Financial statements typically represent the final report from a ministry's accounting department. Staff accountants often compile financial statements and review them for accuracy and validity. Changes to the statements usually require adjusting entries in financial accounts, which the Accounting Manager will post and re-run financial statements.

Auditing

Auditing encompasses both an internal and an external process the staff accountant will assist the Accounting Manager in this process

The specific duties of the position are to serve as a backup for the Accounting Manager in the following areas:

Duties:

v **Accounts Payable**

Ø **Receive invoices via email and mail and obtain proper approvals as follows:**

§ **General Manger approves all invoices associated with day to day operations of 4301 Westinghouse Blvd. including Maintenance & Repair, office supplies, utility bills, insurance, personnel, etc.**

§ **VP Communications/Secretary Treasurer approves all invoices associated with website development and maintenance, attorney's fees, trademark registrations, newsletter and appeal letter programs**

§ **VP TV, Radio & Development approves all invoices associated with television production, radio production and partner services.**

§ **Chief Information Technology Officer approves all invoices associated with computers, including hardware, software, hardware & software maintenance and telephony**

§ **Supervisor, Order Fulfillment approves all receipts of product via purchase orders**

§ **Assistant Supervisor, Order Fulfillment approves all invoices for shipping supplies**

§ **The individual that is assigned to ordering office supplies obtains pre-approval from the General Manager for all orders then matches those approvals to invoices**

Ø **Enter invoices into QuickBooks for payment on a timely basis**

Ø **Weekly Check Run**

§ **Pay and print checks through QuickBooks that are due up to two weeks out**

§ **Collate checks with invoices and/or other documentation**

§ **Print QuickBooks report "Bill Payments for all Vendors" for the check run date**

§ **Give checks, documentation and report to authorized signer**

§ **Mail Checks**

§ **File invoices**

Ø **Process Recurring Payments**

§ **Monthly Support for Missionaries**

- **Monthly checks**
- **Enter into QuickBooks from spreadsheet to be paid on the first check run of the month**
- **Bi-monthly wire transfers**
- **Calculate total due and submit wire request to individual authorized to perform wire transfers**

§ Royalty Payments

- **Process on or before the 15th of the month following the month of sales**
- **Pull MPX/Excel Report for royalties by product**
- **Insert Payee's name into excel**
- **Sort by payee**
- **Enter total by payee into QuickBooks (Be sure the expense is recorded into the proper month)**
- **Print letters on letterhead with detail of payment by product as documentation to be sent with check**

§ Russian Broadcast Network Wire Transfer

- **Prepare wire transfer request and submit to individual authorized to perform wire transfers**

§ North Carolina Sales and Use Tax

- **Payment due on or before the 20th of the month for previous month sales**
- **Pull MPX/Excel Report**
- **Calculate Total Fair Market Value of products shipped within North Carolina for each of the following categories**
 - **2% county tax**
 - **2.25% county tax**
 - **.5% county transit tax**
 - **Total State Tax**

- **File and pay in full by bank draft online**
- v **Canadian Billing (Backup Eva Carol)**
- Ø **Accumulate all costs of services provided to The Messianic Vision Canada operation including the following:**
 - § **Cost of products shipped to Canada**
 - § **All costs associated with shipping packages to Canada**
 - § **All costs associated with Newsletters, Project 77 with and without book, Project 77 follow-up, and end of year appeals shipped to Canada**
 - § **All costs associated with duplication and shipping TV shows to Canadian stations**
 - § **Travel to Canada by any MVI US employees to assist or train MVI Canada**
 - § **Any other costs associated with products or services provided to MVI Canada by MVI US**
- Ø **The above costs are billed through QuickBooks on or before the 15th of the month for the previous month's charges**
- v **Other Billing**
- Ø **Process billing for guests who purchase their product for resale**
- v **Payroll Duties**
- Ø **Review for accuracy the payroll journal from the payroll service provider prior to submitting for processing**
- Ø **Obtain final reports from the payroll service provider and properly record each pay period into QuickBooks including the following:**
 - § **Gross Wages**
 - § **Payroll Taxes**
 - § **Pension Expense**
 - § **Housing Expense**
 - § **Payroll Fees**
 - § **Credits to Group Insurance for employee deductions**

§ **Accrued retirement benefits for 403B employee contributions and employer match**

Ø **403B Employee Contributions and Employer Match**

§ **Review payroll service provider's calculation for accuracy**

§ **Submit payment online to Mass Mutual for all contributions and matches by employee**

v **Daily Bank Statement Analysis – All Bank Accounts**

Ø **Record revenue from all revenue sources on a daily basis in QuickBooks including:**

§ **Bank counter deposits**

§ **Checks scanned directly to bank by caging**

§ **Deposits processed by data entry through FTNI**

§ **Pull Daily reports from credit card and ACH processors and record deposits including:**

• **IATS**

• **Chase Payment Tech**

• **Paytech Corp**

• **Paperless Transaction Corp**

§ **Record any debits that are automatic or not processed via a check including**

• **Wire Transfers**

• **Payroll**

• **Other approved ACH debits such as online credit card payments, NC sales and use tax, Pitney Bowes postage, credit card processing fees, bank fees and returned checks**

v **Credit Card Statements**

Ø **Collect all receipts with proper approvals for charges to corporate credit cards**

Ø **Match receipts to monthly statements and properly record charges into QuickBooks**

Ø **Research any charges that do not have a receipt**

Ø **Pay the statement balance each month on or before the due date. The ministry does not carry credit card debt.**

- v **Maintain Petty Cash**
- Ø **Keep receipt log of all petty cash disbursements**
- Ø **Petty cash disbursements must be approved by the General Manager or VP**
- Communications**
- Ø **Properly record petty cash disbursements into QuickBooks**
- Ø **Reimburse petty cash as needed**
- v **Month-End Closing**
- Ø **Ensure that all revenue is properly recorded into the month using mail dates for items received via mail and process dates for credit cards and ACH**
- Ø **Reconcile balance sheet accounts to ensure that all expenses are properly recorded including prepayments, prepaid insurance, accrued retirement benefits, etc.**
- Ø **Reconcile all bank accounts to month-end statements**
- Ø **Distribute income clearing using MPX Report “Daily Gift/Sales Analysis”**
- Ø **Record depreciation expense via journal entry**
- Ø **Run preliminary P and L’s and balance sheet and review thoroughly for accuracy. Prepare any adjustments required per review**
- Ø **Run revised financial statements and distribute to CFO, General Manager and VP Communications for review including:**
- § **Month to date P and L versus prior year**
- § **Year to date P and L versus prior year**
- § **Month to date P and L actual versus budget**
- § **Year to date P and L actual versus budget**
- § **Month end Balance Sheet**
- Ø **Prepare any adjustments required per the review by CFO, General Manager and VP Communications**
- Ø **Re-run financials if necessary and maintain file**
- v **Fixed Assets (Fixed asset file is maintained by outside CPA Firm)**

- Ø **Maintain file of Invoices/receipts for purchases of fixed assets**
- Ø **Reconcile all fixed asset accounts quarterly**
- Ø **Send additions and retirements to outside CPA firm**
- Ø **Record depreciation expense from schedules received from outside CPA firm**
- v **State Registrations**
 - Ø **VP Communications spear heads fulfilling our annual non-profit state registration requirements. Accounting manager provides VP Communications with all required financial data for each state.**
- v **Year-End Closing and Annual Audit**
 - Ø **Leave books open until all revenue has been recorded**
 - Ø **Prepare year-end reconciliations and adjustments and a thorough review of financial statements similar to month-end requirements.**
 - Ø **Prepare analysis of restricted assets and make required adjustment.**
 - Ø **Work with outside audit firm to schedule annual audit**
 - Ø **Obtain PBC (prepared by client) list from outside audit firm and provide all data requested which includes but is not limited to the following**
 - § **Financials including trial balance, classified financial statements, general ledger detail, budgets**
 - § **All bank statements and reconciliations for specified periods**
 - § **Deposit support for specified dates**
 - § **Accounts receivable aging report**
 - § **Fixed Asset schedules**
 - § **Pre-Paid reconciliations**
 - § **Accounts Payable aging reports**
 - § **Credit card statements for specified periods**
 - § **Accrued liability reconciliations**
 - § **Copies of all contracts entered into by the ministry during the year being audited**

- § **Payroll expense reconciliation**
- § **Payroll register that includes December 31**
- § **Schedule of employee benefit plan contributions as reconciled to expense account**
- § **Schedule of all royalty recipients and total paid to each during the year being audited**
- § **Copies of all royalty agreements signed in the year being audited**