



## Position Description –International Headquarters

<b>Date</b>	January 19, 2018
<b>Title</b>	Accountant
<b>Education Requirements</b>	Bachelor's Degree with accounting emphasis required, Master's Degree in accounting and/or CPA desirable
<b>Experience Required/Desired</b>	3-5 years
<b>Immediate Supervisor</b>	Accounting Manager
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week:

<b>Summary of Position</b>	<p>A professional accounting position. The accountant will assist and work closely with the Accounting Manager and Director of Finance to manage a variety of accounting functions performed by the Fiscal Team in support of the worldwide church. The position is responsible for performing and reviewing a multiplicity of transactions and reconciliations, including being in charge of managing aspects of Herald House, treasury management, tax reporting, audit, and financial analysis and reporting. Position requires collaborative decision-making skills, ability to work and make decisions independently, as well as coordinate well with other team members. Must quickly grasp complicated concepts and processes applicable to a wide variety of accounting principles and situations and be able to function well with multiple responsibilities and deadlines.</p>
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Involved directly with change management, including participating in the evaluation and analysis of complex systems, and design and implementation of new systems</li> <li>2. Works independently with limited guidance taking broad and extensive action for implementation of change to key processes and diverse systems.</li> <li>3. Performs and reviews account reconciliations for mission-critical areas of focus</li> <li>4. Reviews key transactions for reasonableness and correctness</li> <li>5. Supports important accounting and finance functions of the World Church</li> </ol>

	<p>including those in support of treasury management, internal control, and tax reporting</p> <ol style="list-style-type: none"> <li>6. Liaises with auditors, fiscal team members, and others within the organization to ensure accurate and timely completion of the church's annual independent financial audit</li> <li>7. Assists the Accounting Manager and Director of Finance in ongoing and project-specific financial analysis, fiscal management, and reporting</li> <li>8. Coordinates with fiscal team members to provide backup and overlap expertise</li> <li>9. Responsible for managing key aspects of Herald House, treasury management, tax reporting, audit, and financial analysis and reporting.</li> <li>10. Provides critical and comprehensive analysis to Accounting Manager and Director of Finance providing needed accounting expertise.</li> </ol>
<b>Competencies/Skills</b>	<ol style="list-style-type: none"> <li>1. Relates well with others</li> <li>2. Ability to balance priorities</li> <li>3. Certified Public Accountant (CPA) or other accounting degree or certification</li> <li>4. Technical proficiency in Generally Accepted Accounting Principles</li> <li>5. Understanding of financial accounting and systems</li> <li>6. Understanding of principles and systems of internal control</li> <li>7. Understanding of basic investment principles</li> <li>8. Excellent written and verbal communication skills with the ability to learn church-specific terminology</li> <li>9. Ability to lead others and to participate as an effective team member</li> <li>10. Understanding of the importance of confidentiality and integrity</li> <li>11. Strong computer skills</li> <li>12. International experience a plus</li> </ol>
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not at this time
<b>Other Duties</b>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<b>Registered Youth Worker</b>	<p>Employee is required to be a registered youth worker with Community of Christ or able to register within 30 days of hire date.</p>
<b>Ministerial Status</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt