



Job Title: Accounting Coordinator
Work Teams: Operations
Reports To: Executive Director
Job Code: Hourly, Full Time
Longevity Requirement: 2 Years

Summary

The Audio Scripture Ministries Accounting Coordinator will develop, maintain and review financial reports, assist in developing an annual budget, monitor accounts, and prepare activity reports in accordance with non-profit best practices. The Accounting Coordinator is also responsible for annual auditing and tax reporting.

Essential Functions

1. Accounting

- a. Develop and implement a robust accounting management / reporting system that is compatible with other reporting / communications systems, including recommending updated necessary business policies and accounting practices in accordance with non-profit best practices.
- b. Analyze and clearly present weekly, monthly, quarterly, and annual financial reports in an accurate and timely manner to Executive Director (ED), Treasurer, Finance Committee, and Board.
- c. Provide reporting on donor segments including individual, churches, and foundations
- d. Provide reporting on financial aspects of projects and programs.
- e. Send international wire transfers; process and receipt all donations; process staff reimbursements; manage all payables and receivables.
- f. Lead annual audit process including gathering information and liaising with external auditors, ED, Treasurer, and Finance Committee; assess and implement recommended changes.
- g. Provide financial information and recommendations to strategic plans.
- h. Ensure ASM compliance with applicable financial and accounting laws and procedures, and prepare reports as required by law and / or ministry policies.

2. Budget

- a. In collaboration with ED, maintain annual budgeting process.
- b. Provide input and monitoring of financial plans and budget, and keep senior leadership team apprised of ministry's financial status.

3. Office Support

- a. Serve as functional backup for Operations Manager.

The above duties, activities, or responsibilities may be supplemented periodically.

JOB SPECIFICATIONS

Study or Knowledge and Experience

- Bachelor's Degree in Accounting, or equivalent experience.
- Minimum of 2 years of experience working in an accounting department, preferably in a non-profit organization.
- Expertise using computer hardware and software, including but not limited to financial accounting, customer relationship management, Google GSuite, Microsoft, video conferencing, etc.

Specific Employment Requirements

- Growing and active personal relationship with Jesus Christ, and involvement in a local church.
- Growing knowledge of global mission.
- Personal qualities of humility and integrity.
- Keeps current on laws and trends impacting non-profit accounting and financial requirements.
- Personal professional accounting and financial management skills are kept up to date.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, delegate, and work with a variety of internal and external stakeholders.
- Proactive, results-oriented attitude and approach.
- Able to clearly communicate financial concepts for effective collaboration on the application of those concepts.
- Focused attitude toward meeting goals and deadlines, and ability to be innovative and visionary in achieving goals and deadlines.
- Able to work autonomously, as well as in a collaborative team setting.
- Successful track record in organization and problem-solving skills which support and enable sound decision-making.

Work Environment

- Small, dispersed team environment.
- Environment can sometimes be stressful when meeting deadlines.
- Ability to serve, work and communicate with others in crisis resolution or high-pressure situations.

Communication Requirements

- Comfortable working in multicultural, cross-generational environment.
- Extensive, clear communication is required with ED, staff team, missionaries, Treasurer, Board of Directors, vendors, and others.

Stewardship of Resources

- Uses time effectively for assigned tasks.
- Evaluates financial processes and workflows, recommending and implementing changes for cost / time savings, and continual improvement.

Miscellaneous

- Occasional weekend or night work may be required.