

Los Angeles Mission, Inc.
Job Description

Job Title: Senior Accountant
Department: Accounting
Reports To: Accounting Manager
FLSA Status: Regular, Full-Time, Exempt
Grade: 10
Prepared By: Human Resources Department
Prepared Date: Revised May 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Provide financial information and records to the Accounting Manager and Chief Financial Officer and other related agencies by performing the following duties.

ESSENTIAL DUTIES AND REPOSIBILITIES include the following. Other duties may be assigned.

- Responsible for maintaining an accurate and complete general ledger.
- Review daily bank reconciliation by ensuring all deposits are properly recorded. Deposits include credit card transactions, ACH and NSF's.
- Review and perform monthly bank account reconciliations and general ledger account reconciliations on a timely basis.
- Prepare closing entries for end-of-period financial reports and other adjustments, as necessary.
- Prepare and distribute monthly budget vs. actual reports and other requested information to Mission department budget managers on a timely basis.
- Assist Accounting Manager in preparing financial statements.
- Oversee General Accounting, Payroll, and Accounts Payables staff.
- Review the Petty Cash requests submitted by the petty cash custodians by ensuring both proper recording and validity of expenses.
- Review and approve Accounting Staff's time sheets in Paychex Flex Time.
- Prepare schedules and analysis for LA Mission's annual financial statement audit. Work with external auditors during their field work.
- Review & audit gift in kind inventory tracking and valuation.
- Prepare records and depreciation schedules for fixed asset accounting and reporting. Perform physical inventory counting, accumulation, and valuation of fixed assets owned by Mission.
- Perform financial analysis, research, and reporting as requested by the Accounting Manager and CFO.
- Perform special projects and other duties as assigned by the Accounting Manager or CFO.
- Assist the Development Department in understanding your area of LAM operations in order to create meaningful and accurate requests for funding that are consistent with your annual budget.
- Review and ensure Ministry Departments are maintaining required income verification, personal identification documents, rent rolls and other documentation to comply with Federal Home Bank grants requirements.
- Additional tasks and projects as assigned by Accounting Manager or CFO.

SUPERVISORY RESPONSIBILITIES:

Oversee General Accounting, Payroll, and Accounts Payable functions. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, assigning & directing work, addressing complaints and resolving problems.

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.S. or BA) from four-year college or university in accounting or finance, and three years related experience. Hands on supervisory experience, minimum of 1 year.

LOS ANGELES MISSION EVENTS: All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

TECHNOLOGY SKILLS:

Computer literate with ease in operating Microsoft office (Excel, Word, and Outlook), Internet and accounting software related to job functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts, such as reactions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Duties require broad conceptual judgment, initiative and ability to deal with complex accounting issues. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in mathematical, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the

employee is frequently required to sit and talk and hear. The employee is occasionally required to stand, walk, reach with hands, stoop, and kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date