

## Los Angeles Mission, Inc. Job Description

**Job Title:** Staff Accountant  
**Department:** Accounting  
**Reports To:** Accounting Manager  
**FLSA Status:** Regular, Full Time, Non-Exempt  
**Grade:** 9  
**Prepared By:** Human Resources Department  
**Prepared Date:** Revised October 7, 2020

### **SUMMARY:**

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Provide financial information and records to the Controller 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.

➤ **Bank Reconciliation:**

- Prepares monthly bank reconciliations. Ensuring all transactions are properly recorded, such as all deposits, charges, and revenues.

➤ **General ledger:**

- Prepare closing entries for end-of-period financial reports and other adjustments, as necessary.
- Maintain schedules & amortization of all prepaid accounts (e.g. prepaid insurance).
- Perform monthly and quarterly General ledger account analysis and/or reconciliations.
- File General Journal & Cash Receipts entries for the Mission.

➤ **Cash Receipts:**

- Open, sorts and distributes mail.
- Process donations:
  - Deposit checks electronically.
  - Process credit card donations through the designated computer.
  - Prepare weekly deposit slip for cash donations and bring to the bank.
- Record daily cash receipts on the control sheet with the daily bank deposit.
- Prepare cash receipts journal entries.
- Coordinate & resolve issues with Development Data Entry.
- Shred checks scanned through the On-Site Electronic Deposit.
- Process miscellaneous cash receipts such as offering, occupancy and other miscellaneous items.
- File posted cash receipt batches with supporting journal and documentation

- **Gift in Kind:**
  - Review the valuation/pricing calculated by the GIK Department of each GIK Receipt.
  - Research FMV (Fair Market Value) of GIK donated items through internet.
  - Review and audit gift in kind inventory tracking and valuation.
  
- **Accounts Payable:**
  - Process monthly company credit card statements of employees.
  - Process invoices and checks when Accounts Payable person is on vacation.
  
- **Quarterly Responsibilities:**
  - Prepare balance sheet accounts schedules.
  - Perform a cash count of all petty cash custodian's cash box quarterly as of September, December and March of each year.
  - Allocate postage usage.
  
- **Federal Home Loan Bank & Occupancy :**
  - Review and verify weekly that all required documentation is collected and maintained on residents of 303 E. 5<sup>th</sup> Street in compliance with the FHL Bank requirements.
  - Ensure that occupancy fees are forwarded by the Ministry to Accounting Dept. on a weekly basis and no later than the 10<sup>th</sup> business day of each month for the current month's fees.
  - Prepares monthly occupancy fee reconciliation.
  
- **Annual Responsibilities:**
  - Prepare schedules and analysis for Mission's annual financial statement audit. Work with external auditors during their field work.
  - Perform a cash count of all petty cash custodians' cash box as of June 30 of each fiscal year.
  - Prepare year-end warehouse inventory schedule.
  
- **Other Duties and responsibility:**
  - Perform financial analysis, research, and reporting as requested by Management.
  - Perform weekly trip to the bank to deposit cash receipts and checks which cannot be scanned for deposits to the bank. Petty cash replenishment checks and miscellaneous withdrawal checks.
  - Perform special projects as assigned by Management.

**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 a four-year College or University in accounting or finance and at least three years related experience.

**TECHNOLOGY SKILLS:**

Computer literacy is required. Ability to use Microsoft office software. Ability to navigate through internet programs such as on-line banking, web clocking and on-line donation forms. Should have the ability to apply basic software application skills for various computer applications like Paychex Flex and MS Outlook Web Access with ease. Other business software may be deployed related to job functions.

**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.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**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 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