



POSITION DESCRIPTION

Position Information

JOB TITLE: Staff Accountant
GRADE: E6
REPORTS TO: Controller
HRS WKD PER WEEK: 40

Location Information

Division (s):

- Ministry Support
- Resource Development
- Publishing
- Outreach
- Ministry Services
- IT
- Office of the President
- Communications
- Human Resources
- Marketing & Sales
- Other Finance

Geographic Location (s):

- Colorado Springs
- Miami
- Other US location

Department: General Accounting

Department Number: 174

Effective Date: 7/1/20

Status:

- New
- Revised

POSITION DESCRIPTION

Staff Accountant

For more than 200 years, Biblica has helped people beyond the reach of God’s Word discover the love of Jesus Christ. As we push into our third century, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel—the unreached, unengaged, unseen, and unwanted. Our Mission is clear: to provide the Bible in accurate, contemporary translations and formats so that more people around the world will have the opportunity to be transformed by Jesus Christ. The Bible is at the heart of Biblica’s mission. We are captivated, challenged, and inspired by this extraordinary collection of books. We believe the Bible is God’s truth and God’s story. In everything we do, we seek to honor Christ and the everlasting Word of God. By joining the Biblica team, you’ll have the opportunity to serve in a ministry that is advancing God’s Kingdom to the ends of the earth. We desire to serve God by bringing our gifts, talents, and experiences together to make a difference around the world, living out the Great Commission.

Purpose

The purpose of the Staff Accountant position is to further the mission of Biblica by assisting in the accounting financial functions. Under minimal supervision, the Staff Accountant applies Generally Accepted Accounting Principles (GAAP) to record accurate financial information into the general ledgers in order to generate accurate financial reports.

Scope

The Staff Accountant will report to the Controller and interfaces with all departments within Biblica and external customers and vendors.

I. Performance

A. General Duties:

1. Responsible for recording cash transactions and reconciling bank accounts for Biblica, Inc as well as maintaining a daily ledger balance.
2. Work alongside Accountant/Analyst to calculate and prepare monthly journal entries.
3. Payroll import, accruals and reversals in General Ledger.
4. Responsible for monthly P-Card and Non P-Card expensify import into General Ledger.
5. Responsible for monthly P-Card and Non P-Card expensify import to GP.
6. Assist Accounts Payable Administrator with GL and AA for LAT and EAP.
7. Prepare month end financial reports for Biblica, Inc.
8. Responsible for tracking check registers of Biblica Foundation bank accounts.
9. Calculates and posts all monthly journal entries for Biblica Foundation.
10. Prepare Biblica Ministries Foundation monthly Financial Statements and Designated Workbook.

11. Prepare sales tax returns where required by law.
12. Work closely with rights and permissions on royalty issues.
13. Working with AP Administrator to Manage and Maintain Expensify policies.
14. Assist Controller and CFO with yearly budget process.
15. Assists Controller with compliance and auditing, including both Biblica Inc and Biblica Foundation.
16. Assists the Controller with special projects including the preparation of the annual audit work papers and tax preparation (990).

B. Interpersonal /Personal Skills

- Excellent interpersonal skills for relating effectively with colleagues and external vendors and customers.
- Treats others with respect and consideration regardless of their status or position
- Ability to handle financial data with utmost confidentiality

C. Communications Skills

- Excellent written and verbal communication skills
- Responds well to questions, listens and gets clarification

II. Reporting Relationships

The Staff Accountant reports to the Controller and does not have any staff reporting to it.

III. Qualification and Competencies

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, Statement of Faith and Christian Community Policy.
- BS Degree in Finance, Accounting or equivalent undergraduate degree preferred. AA degree required.
- Minimum 2-4 years experience in accounting and accounting procedures
- Professionalism – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions.
- Initiative and self motivated by setting and achieving challenging goals.
- Detail Oriented
- Judgment – exhibits sound and accurate judgment.
- Strong problem-solving skills
- Ability to complete tasks in a timely manner
- Working knowledge of Windows 2000, Excel, MS Word and Great Plains
- Working knowledge of Sage accounting software (helpful)
- Required to complete a minimum of 8 hours of CPE, annually

Benefits

Biblica is dedicated to providing a comprehensive and competitive benefits package designed to meet the evolving needs of our employees. Come join a dedicated and purpose driven team that cares about your spiritual and professional growth! We offer quality healthcare coverage, including medical, dental, life, as well as a generous paid-time-off program and retirement fund with employer contribution. Biblica regularly hosts prayer groups and related services to enhance our employee's spiritual health.

How to Apply

Interested candidates are encouraged to apply by sending a Resume and Cover Letter to us.humanresources@biblica.com. Note the position title and include your first and last name in the subject line. Additionally, in the email, please tell us in 100 words or less why you feel you are the best fit for Biblica! Feel free to be creative as this is not meant to be a traditional cover letter. We look forward to hearing from you and thank you in advance for your interest in Biblica.

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.