



POSITION DESCRIPTION

Position Information

JOB TITLE: Senior Staff Accountant
GRADE: E7
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

Senior Staff Accountant

E7

Purpose

The purpose of the Senior Staff Accountant position is to further the mission of Biblica by assisting in the accounting financial functions. Under minimal supervision, the Senior 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 Senior 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 Senior 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.
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. Back up Senior Accountant/Analyst.
15. Assists Controller with compliance and auditing, including both Biblica Inc and Biblica Foundation.
16. Assists 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 Senior Staff Accountant reports to the Controller and does not have any staff reporting to it.

The position works very closely with the Senior Accountant/Analyst.

III. Qualification and Competencies

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, Statement of Faith and Christian Community Policy.
- BA Degree in Accounting or equivalent experience.
- 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 Microsoft Excel, Word and Powerpoint.
- Working knowledge of Great Plains and Sage accounting software (helpful)
- Required to complete a minimum of 8 hours of CPE, annually