

HEARTBEAT INTERNATIONAL

Job Description

TITLE: Staff Accountant (Exempt)
REMOTE WORK STATUS: Position based in the HBI Columbus, OH office
DEPARTMENT: Ministry Support
REPORTS TO: Controller / Operations Director

SUMMARY

The Staff Accountant will assist with the full range of accounting operations which currently includes 14 departments and a 10mm budget. Job responsibilities are executed in support of Heartbeat International's (HB) Christian pro-life mission, vision, core beliefs, and core operational values.

RESPONSIBILITIES

Primary Responsibilities (Approximately 80% of Time)

1. Help with the production of periodic financial reports, maintenance of an adequate system of accounting records, cash management, and a comprehensive set of controls and budgets designed to mitigate risk, maximize return on financial assets, and enhance the accuracy of the company's reported financial results. The Staff Accountant will help ensure that reported results comply with generally accepted accounting principles, government regulations, and internal financial reporting and processing standards. This includes, but is not limited to:
 - Reconcile accounts, including bank accounts and credit card accounts.
 - Constructing and monitoring reliable control systems.
 - Insuring timely and efficient processing of payables and receivables.
 - Help maintain a documented system of accounting policies and procedures.
 - Assist with the preparation of timely and complete financial statements/reports.
 - Compliance with all applicable laws, requirements, and policies (internal, external, and scriptural). Operate with integrity.
 - Assist with preparation of reports/and mandated filings for external distribution (i.e., 990, annual audit, monthly board reports, etc.).
 - Assist with preparation and monitoring of budgets and projections, including cash models.

2. Assist with daily office operations.
 - Encourage cooperative team atmosphere of service to affiliates and atmosphere supportive of HB's Christian pro-life mission, vision, values, and core beliefs. Promote a culture of Christian conciliation and biblically based relationships.
 - Help enforce operations policies and procedures, ensure staff are properly trained/integrated to protocol, and develop/suggest/implement changes to improve workflow, adherence to legal regulations, communication, etc.
 - Help obtain and maintain office equipment. May include preparing proposals for equipment replacement, upgrade, or addition; purchase of new equipment; arranging for training; insuring payment; and maintenance of appropriate warranty and operation information.
 - Help ensure departmental expenditures are maintained within budget, unless approved otherwise.

Secondary Responsibilities (Approximately 20% or less of Time)

1. Assignments not specifically included in job description.
2. Manage special projects, as assigned.
3. May give presentations in areas of expertise.
4. Commit to personal and professional development and growth, to help accommodate planned organizational growth in the future.

SUPERVISION (Received/Exercised)

Receives general direction with periodic review of assignments. Expected to make routine decisions requiring analysis and interpretation regarding task completion with limited guidance from supervisor.

REQUIREMENTS:

1. Experience in the pro-life movement strongly preferred. Experience in nonprofit organization also preferred.
2. Bachelor's degree in accounting or business administration, or equivalent education and applicable work experience. Minimum of 2 years accounting experience is preferred.
3. Advanced working knowledge of Accounting Systems (such as Quickbooks) is strongly preferred.
4. Excellent data entry skills, including proficiency using numeric keyboard by touch.
5. Good computer skills (proficiency working in Microsoft Windows environment) and demonstrated experience working with Excel.
6. Good oral and written communication skills.
7. Excellent organizational and problem-solving skills.
8. Must have sound judgment, be a self-starter with high degree of initiative, and possess a high level of integrity.
9. Availability for limited, scheduled travel commitments (1 – 2 times per year).
10. A willingness and desire to serve affiliates and other HB constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
11. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example to encourage staff and other constituencies and to contribute to an office environment conducive to supporting HB's ministry of life and biblically based relationships and conciliation.