



JOB DESCRIPTION

JOB TITLE: Staff Accountant

DIVISION: Georgia

REPORTS TO: Director of Finance

DEPARTMENT: Corporate

SUPERVISION TO:

CLASSIFICATION:

JOB FUNCTION:

The Staff Accountant is responsible for analyzing and reconciling detailed general ledger accounts as assigned, keeping records and accounts accurate and current, researching and resolves discrepancies and accounting errors. The Staff Accountant completes related reports, summaries, and records and performs specific projects as required.

Core Responsibilities and Expectations

- Assumes responsibility for the accurate and timely completion of assigned accounting functions:
 - Reviews source documents and records daily transactions. Balances and posts daily write-ups and journals
 - Computes figures and prepares recurring account statements
 - Posts transactions to the appropriate general ledger accounts
 - Reconciles general ledger accounts as assigned
 - Completes accounting functions in accordance with established policies and procedures
 - Assists in management of monthly closing, financial statement generation; and cash management
 - Performs various analyses for management as requested or needed
 - Assumes responsibility for effectively identifying, researching, tracking, and resolving (or properly referring) accounting problems and discrepancies

- Assumes responsibility for establishing and maintaining effective communication and coordination with area personnel and with management:
 - Maintains regular contact with other departments to obtain information and/or to correct transactions
 - Assists accounting personnel as needed
 - Keeps management informed of area activities and of any significant problems
 - Reports the status of all account reconciliations to accounting management
 - Attends and participates in meetings as required

- Assumes responsibility for related duties as required or assigned:
 - Ensures that work area is clean, secure, and well maintained
 - Completes special projects as assigned



- Conducts job duties in accordance with the Corporate Values and Culture:
 - Respects all individuals without regard to their position. Understands that there is no class system
 - Seeks first to understand before responding, doesn't rush to judgment
 - Takes ownership of self and working team
 - Conducts self with intellectual honesty; is willing to admit mistakes and understands strengths and weaknesses. Believes and operates under the principle "If it's to be, it's up to me"
 - Functions in a fail-safe environment that forgives and focuses on solutions
 - Will encourage and support other associates, creating an environment to be one's best
 - Communicates problems directly, not engaging in rumors or gossip
 - Embraces a "Team-First" vs. "Me-First" attitude
 - Understands that the possibilities for success are limitless when one is impervious to who gets credit
 - Doesn't take credit for other's accomplishments and will give other's credit with raise and recognition
 - Always tries to do what's right with a firm sense of integrity and ethics, behaving in a manner consistent with principles of moral conduct.

QUALIFICATIONS:

Education and Experience:

1-5 years general accounting experience.

Intermediate to advanced MS Excel skills.

Proficiency in accounting software required- Great Plains experience preferred.

Knowledge of accounting technical skills, accounting concepts and procedures including account reconciliation.

Skill Requirements:

Strong interpersonal skills.

Well organized and detail oriented.

Able to work well independently as well as with a team.

Cooperative and willing to assist others.

Regularly communicates progress and celebrates team milestones.

FaithBridge Foster Care is Christ-centered Non-Profit Organization intent on changing the way America does foster care. FaithBridge has a strategy and a model to mobilize, organize, equip and



release local churches and communities to solve our country's foster care crisis. Together, we stand in the gap for foster children and families

Please include a cover letter, resume, and statement of faith in your application highlighting your faith or walk with Christ and how it has influenced your desire to work for a Christian foster care non-profit.

For more information about FaithBridge Foster Care, please visit our website at www.faithbridgefostercare.org.

COMPETENCIES:

- **Planning and Organizing / Time Management:**
 - Develops or uses systems to organize and keep track of information; sets priorities with an appropriate sense of what is most important and plans with an appropriate and realistic sense of the time demand involved; keeps track of activities completed (and yet to do) to accomplish stated objectives; knows status of one's own work.

- **Policy Compliance:**
 - Has thorough understanding of organizational and industry regulations, policies, laws and guidelines; focuses on broad organizational and industry issues; provides practical, relevant ideas on how the organization may implement improvements in line with policies; able to see complex nuances relating to policies.

- **Accounting and Finance Job Knowledge:**
 - Keep up-to-date with new accounting/finance rules and regulation; effectively collects, stores and processes information to be shared with key stakeholders; efficiently directs operations of accounting/finance system developing non-standard reports and statement required for interpretation and analysis of trends; effectively identifies problems and changing requirements regarding management needs, auditing and other fiscal procedures, account structures or reports, and accounting systems.

- **Attention to Detail:**
 - Provides accurate, consistent data on all work; provides information on a timely bases and in a usable form to others who need it; maintains a checklist, schedule, calendar, etc. to ensure that small details are not overlooked; carefully monitors the details and quality of work and others' work; takes necessary actions to produce work that requires little or no checking; uses knowledge of the organization and the organization's business environment to turn data into insight.

- **Builds Relationships:**
 - Easily builds relationships with individuals and groups; makes a consistent effort to encourage trust and cooperation and frequently takes a leading role in fostering



a positive and productive team spirit; always has a positive outlook and pleasant manner; values diversity, accepts others; stimulates teamwork and a good attitude in others.

- **Communication – Written and Verbal:**
 - Displays a quick grasp of the significance of information communicated and nearly always initiates or responds to communications in an appropriate, time and comprehensive manner; displays skill in reducing complex information to simple forms/terms and helps others to understand that information; involves the right people in discussions when issues arise and provides solid summaries of discussions and seeks consensus to summarize points discussed.

- **Honesty and Integrity:**
 - Does the right thing even when nobody is looking; stays true to his/her beliefs regardless of situational challenges; highly respected for consistently “walking the talk”; says what he/she means and means what he/she says; knows how important the Statement of Beliefs are to the organization and does an excellent job supporting them.

- **Initiative:**
 - Goes beyond expectations in work assignments; thinks strategically and anticipates the needs of the organization; leads with initiative and ideas, gathers support from others to meet common goals; seeks out and accepts additional responsibilities.

- **Collaboration and Teamwork:**
 - Outstanding team player; collaborates easily and encourages others to work together to find solutions; often leads teams; sought out to help resolve conflicts, fostering integrity and trust; solicits feedback from group members and organizes information to make necessary adjustments; regularly communicates progress and celebrates team milestones.

To apply for this position, please send your resume and cover letter to careers@faithbridgefostercare.org