



Job Description

Job Title: Staff Accountant
Department: Accounting
Reports To: Tay Arreaza
Staff Name:
FLSA Status: Non-Exempt
Prepared By: Tay Arreaza
Prepared Date: 6/20/24
Approved By:
Approved Date:

ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

SUMMARY

This Staff Accountant position will support the Senior Accounting Position in ensuring a timely monthly closing. This position will also assist with financial analysis. This is a full-time non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Monthly Journal entries.
2. Supports monthly bank reconciliation.
3. Assists with maintaining all balance sheet reconciliations.
4. Maintains fixed asset ledgers.
5. Provides information to auditors as requested.
6. Supports with review of income and expense review.
7. Assists with other accounting related duties.
8. Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must have a strong knowledge of account and complete familiarity with computer functions. Must be proficient in Excel and Outlook. This position may be required to use other software as technology changes. Great attention to detail and a strong ability to multi-task is desirable. 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

Associate or bachelor's degree in accounting and two years of related experience. Will consider an equivalent combination of relevant education and experience.

LANGUAGE SKILLS

Ability to communicate effectively and exhibit diplomacy and discernment. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to perform basic mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

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 written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and listen.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually minimal to moderate. Minimal to moderate travel may be required for special department events.