

JUNIOR STAFF ACCOUNTANT – Full-Time

Summary

Apply GAAP principles in recording accounting transactions, researching and analyzing accounts, preparing financial reports, utilizing accounting skills to support the vision and culture of Life Changers, Gregory Dickow Ministries and Valeo Academy-- to see people of all cultures changed forever by the gospel of Jesus Christ, united by the love of the Father, and empowered by the Holy Spirit to find their place in the family of God and their purpose in this world. Position reports to Director of Business & Finance.

Essential Functions:

Ledger Postings– Post all ledger entries for contributions, cash deposits, ministry sales, and check disbursements that occur for the general, Valeo, and GDM activity.

Department Invoices – Approve and post all inter-departmental billings for items such as print and copy expense.

Automated Giving – Process automated gift files as needed. Maintain authorization & support files.

Giving Statements – Oversee the giving statement process at year-end and as needed during the year.

Sales Tax Returns – Prepare monthly sales tax return for retail activity.

Reporting – Prepare weekly reports of all cash, check and credit receipts.

Advance Checks—processing and tracking receipt of checks issued for purchases.

Collections & Accounts Receivable – processing billing and collections letters for Valeo, tracking prior year payments and facilitate the accurate and timely payment of money owed to the school.

Ledger Analysis - Assist the Accounting Manager with projects as needed. Provide daily report

Reconcile – Balance sheet accounts.

Other - Other duties may be assigned.

Skills & Requirements:

- Proficiency with Excel
- Minimum 5 years accounting experience preferred
- Computer competency
- Attention to detail
- Organized, efficient
- Problem-solving skills
- Enjoy working in a changing environment
- Committed to teamwork
- Initiative