



Staff Accountant

LOCATION: Lifesong Office, Gridley, IL

REPORTS TO: Controller

STATUS: Full-time

FLSA: Exempt

BENEFITS: Yes

WORKS CLOSELY WITH: U.S. and International Lifesong Accounting Teams

APPLY AT: <https://lifesong.org/about/careers/>

POSITION PURPOSE:

This Staff Accountant position advances the mission of Lifesong through managing and maintaining accounting processes, reporting for various Lifesong ministry locations around the world, reporting for Lifesong in accordance with generally accepted accounting principles (GAAP) and those set forth by the Evangelical Council for Financial Accountability (ECFA), assisting in donation processing, and assisting in various aspects of the adoption financial assistance process.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Manage and Maintain Accounting Processes
 - Assist with developing accounting processes for Lifesong ministries
 - Support Lifesong's accounting system
- Create and Manage Financial Reports
 - Implement and monitor reports for various ministry locations around the world
 - Assist with compiling all appropriate reports related to Lifesong's financial operations for review by the VP of Operations, CEO, Board of Directors, and independent auditors
- Assist in Donation Processing as Needed
- Support in the Adoption Grant Payment Process
- Miscellaneous Duties: Performs other duties, as assigned

REQUIRED SKILLS:

- Team-oriented with strong interpersonal communications skills
- The ability to be sensitive to and aware of intercultural dynamics within diverse teams
- Effective in leadership, management, and collaborative skills
- Administrative and detail oriented
- Skilled with adaptive thinking and problem solving
- Ability to use a diversity of computer software and applications capable of accounting functions, spreadsheets, databases, and word processing (Microsoft Office, etc.)

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in accounting
- 3+ years' experience in accounting, preferably in a nonprofit setting
- Should understand Generally Accepted Accounting Principles (GAAP)

CONDUCT:

This position requires an active commitment to the mission, values, and statement of faith of Lifesong. In the course of performing job duties, Lifesong employees will act in a manner that honors Christ, demonstrating a personal Christian faith and witness in all interpersonal interactions. Conduct that demonstrates the values listed below are required of all Lifesong employees.

Honoring God, Humility, Service, Stewardship, & Excellence

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Tasks are normally conducted in a regular office environment requiring the use of computer and mouse and other standard office equipment.
- Employees may be required to travel and have a valid driver's license and passport.
- There are no specific job hazards, PPE, ergonomic concerns (beyond what was listed above), or transport of hazardous material.
- Employees may need to lift and move up to 35 lbs. on occasion.
- Employees are required to observe safety principles while performing the duties of the position.

DISCLAIMER:

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel in the classification. Work hours may be irregular including performing duties on evenings or weekends.