

## Job Title: **Accountant, South America Mission (SAM)**

**Overview:** The responsibilities of the Accountant for South America Mission include maintaining the accuracy of general ledger accounts and managing the monthly closing process. The Accountant will combine analytical skills with proficient knowledge of accounting principles to analyze financial transactions and assist in generating financial reports.

**Individual Profile:** SAM is an international, cross-cultural ministry focusing on church planting, leadership development and community development. The Accountant will want to make a difference through involvement in world missions and be a member of a local church. This position calls for a relational personality, comfort using technology to manage processes, strategic and integrative thinking, and strong communication and writing skills.

### **Key Responsibilities**

#### Area 1: General Ledger Accounting

1. Responsible for the monthly closing of financial transactions recorded in the general ledger;
2. Import monthly donation information from CRM database to accounting software;
3. As part of month-end closing, transfer funds to appropriate bank accounts; produce and distribute monthly fund balance statements;
4. Reconcile monthly investment account statements and record activity in the general ledger;
5. Assist with the year-end financial closing process;
6. Provide Treasury services for SAM's international fields.

#### Area 2: Financial Management/Customer Service

1. Monthly analysis of cash flow needs;
2. Initiate wire transfers and deposits throughout the month as necessary;
3. Process expense reports for personnel and SAM's Board. Ensure accurate and timely reimbursements and invoicing;
4. Respond to personnel inquiries related to fund balance activities, including fund transfers;
5. Responsible for maintaining banking relationships and permissions for access to banking website.

#### Area 3: External Audit Preparation

1. Complete external auditors' requests for information;
2. Maintain source documents and data that substantiate general ledger transactions;
3. Catalog asset documentation provided by SAM's fields;
4. Review monthly bank reconciliations, as prepared by Analyst, and make any correcting journal entries.

#### Area 4: Compliance Matters

1. Complete monthly tax deposits to and annual tax filings with the IRS;
2. Make annual regulatory and association filings.

#### Area 5: Employee Benefits Administration

1. Responsible for monthly contributions to the 403(b) retirement benefits plan;
2. Work with the Company's insurance broker on annual healthcare insurance renewal costs;
3. Responsible for general ledger accounting and analysis associated with employee benefits.

### **Professional Skills and Experience**

1. Excellent analytical skills and attention to detail.
2. Proficiency in QuickBooks. Experience with Microsoft Dynamics GP preferred.
3. Proficiency in Microsoft Office, namely Word and Excel. Experience with MS Access Database preferred.
4. Commitment to engaging an international team with a customer service attitude.
5. Bachelor's Degree



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