



POSITION DESCRIPTION

Job Title: Accounting Associate – General Ledger
Reports to: Director of Accounting

GENERAL DESCRIPTION

The Accounting Associate-General Ledger position is an integral part of the Accounting Team and will be primarily responsible for general ledger accounting as well as providing assistance to all accounting areas. This detail-oriented individual will take full ownership of the position, possessing knowledge of general accounting principles and strong Microsoft Excel skills. This position requires an excellent communicator that displays a positive, proactive attitude, strong organizational skills, and the ability to prioritize and multi-task.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Month End Accounting

- Prepare and import cost allocation journal entries
- Prepare and import monthly adjusting journal entries
- Prepare balance sheet account reconciliations
- Maintain Automated Report Transmission System (ARTS)

Conference Accounting

- Daily – Import conference registrations from the Gather event platform
- Prepare close out accounting for conferences
- Monthly - Reconcile Prepaid Conferences account

Benefits Accounting

- Monthly – Import benefit cost allocations into the accounting system
- Work closely with Benefits Administrator to ensure proper accounting of benefit costs

Payroll Accounting

- Prepare payroll data import to general ledger system, Sage MIP
- Assist with annual Budget Process
- Assist with annual W-2 reconciliations

Accounts Receivable

- Daily - Import cash receipts from the donor system to the accounting system
- Weekly - Maintain credit card and lockbox entries for non-donation cash receipts
- Maintain non-donation receipt log and supporting documentation

Accounts Payable

- Weekly - Process expense reimbursements for National Staff employees



QUALIFICATIONS:

- A Christian active in a local evangelical church, required
- Demonstrated proficiency in MSFT Office Suite (Excel, Word, and Power Point), required
- Sage 50 or other non- profit accounting software experience, preferred
- Prior work experience within a non-profit environment, preferred
- Associate's Degree or higher in Accounting or related discipline, preferred

KNOWLEDGE, SKILLS & EXPERIENCE:

- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- Highly organized, accurate, and detailed oriented
- A self-motivated individual who can work under stress and meet deadlines
- Works well in a supportive role with a team mentality but can also take ownership of the role
- A positive attitude and open mind that approaches problems from all angles
- Exceptional work ethic, with strong values and principles - takes opportunities to go above and beyond
- Ability to process large amounts of data with high attention to detail and accuracy
- Ability to thrive in a deadline-driven environment

Please send Cover Letter and Resume to jobs@ruf.org