

## **Job Description**

**Job Title:** Accountant  
**FLSA:** Exempt  
**Band:** 6  
**Department:** Finance  
**Work Hours:** Full-time  
**Report to:** Controller  
**Date:** November 5, 2018

### **Responsibilities and Duties:**

- Prepare accounting related entries to our financial system (Intacct) and provide detailed explanations of all transactions
- Perform monthly bank reconciliations
- In charge of monthly balance sheet reconciliations
- Manage quarterly contributions reconciliation, reconciling the donor database to the financial system (Touchpoint to Intacct)
- Maintain and reconcile Fixed Assets. Determine assets to be capitalized according to organization policies and initiate depreciation accordingly
- Support Accounts Payable and Employees Payable activities. Prepare schedules for external auditors as needed
- Other responsibilities as assigned

### **Qualifications & Skills:**

- Must be align with Redeemer vision and mission
- Bachelor's Degree in Accounting or Finance required
- 2+ years' experience in accounting or related field
- Knowledge of capitalization of fixed assets
- Proficient in Microsoft Office
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Attentive to details and able to execute against deadlines
- Willingness to establish and maintain effective working relationships to perform work in a team environment
- Knowledge working with Intacct, bill.com, Asset Edge, a plus