

Maranatha Baptist University

Job Description

Job Title: Staff Accountant

Department:	Business Office	Supervisor:	Controller
Employee Name:	TBD	Employee Classification:	S-1 Exempt
Prepared by:	Donald Donovan, CFO	Date Updated:	2 December 2021

Summary

Contribute to Maranatha's mission as an accounting professional, responsible for maintaining and supporting several aspects of the University's financial records, including revenue cycles, journal entries, reconciliations, reports, audit preparation and serve as back-up role for key cash receipt and accounts payable functions.

Essential Duties

- Reconcile daily reports of online receipt activity received through the university's online payment center
- Create journal entries for online receipt activity and other adjusting entries
- Maintain manual operating account check register for treasury management and control
- Provide quality checks for donation and other cash receipt accounting
- Provide quality checks for accounts payable electronic disbursement activity and verification of accounts payable postings
- Reconcile bank accounts
- Assist in A/R billing analysis
- Support team on month-end reconciliation and close procedures
- Serve as backup for accounts payable function
- Serve as backup for cash receipts function
- Support preparation of financial statements
- Support reporting needs, including management reporting, analysis and other regulatory requirements
- Prepare work papers for the annual audit
- Support budget preparation and reforecast functions
- Support employee benefit enrollment cycle accounting
- Support property and liability insurance requests
- Support team by executing other projects as needed

As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, or abilities required for the position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- **Education and/or Experience**
Bachelor's degree in Accounting with three years of related experience and/or training; or equivalent combination of education and experience.
- **Skills and Competencies**
Familiarity and proficiency with Microsoft Office suite, including intermediate level Excel expertise. Good written and verbal communication skills. Ability to work independently. Strong analysis and problem-solving skills. Collaborate in a team environment. Experienced user of accounting software preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Ability to occasionally lift or move 25 pounds (case of paper) in support of the printer and facsimile machine.

Work Environment

- Days - Monday – Friday
- Hours – First shift (8:00 – 5:00) unless negotiated with supervisor
- Office – professional atmosphere
 - Department provides customer service so one should expect queries and interruptions as a regular course of duties.
 - Nature of the work is cyclical with periods of higher demands and stress when budgets, audits and financial filings are required.

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook.