STAFF ACCOUNTANT

LOCATION:  Lifesong for Orphans Office, Gridley, IL
STATUS:  Full-time
BENEFITS:  Yes
REPORTS TO:  Controller
WORKS CLOSELY WITH:  U.S. and International Accounting Teams

POSITION SUMMARY:
This accounting position is part of the Lifesong Accounting Team. This individual is responsible for overseeing and maintaining accounting processes, reporting for various ministry locations around the world, reporting for Lifesong in accordance with generally accepted accounting principles (GAAP) and those set forth by Evangelical Council for Financial Accountability (ECFA), assisting in donation processing, and assisting in or managing accounting for various business partners.

DUTIES AND RESPONSIBILITIES:
• Assist with developing accounting processes for Lifesong ministries
• Responsible for implementing and monitoring accounting processes and reporting for various ministry locations around the world
• Assist with compiling all appropriate reports related to Lifesong’s financial operations for review by the VP Operations, CEO, Board of Directors and Independent Auditors
• Assist with various aspects of donation processing as needed
• Support Lifesong’s accounting system
• Support related coffee business with a variety of accounting needs
• Manage accounting and reporting for related real estate business
• All other duties as assigned

EDUCATION AND EXPERIENCE:
• 4-year university degree in accounting
• 3 years experience in accounting, preferably in a nonprofit setting
• Ability to use various computer software in the performance of his/her duties. These should include, but not limited to, spreadsheet, database and word processing applications and not-for-profit fund accounting software.
• Should have an understanding of Generally Accepted Accounting Principals (GAAP)
REQUIRED SKILLS AND ABILITIES:

- Have a clear understanding of and commitment to Lifesong for Orphan's mission and vision
- Adhere to and share the Lifesong for Orphan's Statement of Faith, Cultural Values and Standards of a Staff Member
- Operate with basic competency in Microsoft Office
- Strong written and verbal communication skills
- Administrative and detail oriented
- Problem solving skills
- Adaptive thinker
- Cultural sensitivity
- A team builder with strong leadership and management skills
- Ability to collaborate in an international setting
- Ability to work cooperatively and contribute as a team player

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to travel internationally occasionally

This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of qualifications, skills, duties or responsibilities associated with the role. Staff may be assigned tasks other than those specifically listed in this description in order to further the goals of the role or of the organization.

Serious applicants should complete the initial application form at www.lifesong.org/job-board. No calls please.