



# Accounting Generalist

<b>FLSA</b>	<b>Non-Exempt</b>
<b>Employment</b>	Full-Time, 40 hours
<b>Manages</b>	N/A
<b>Reports To</b>	Beth Courtney, Staff Accountant

## Job Summary

This position is full time, Monday through Friday, and will work as a part of the Reliant Accounting Department.

The responsibilities of this position involve all areas of the Accounting Department and lay primarily in the area of ongoing processes. They *include but are not limited to* processing of all invoices and payments related to accounts payable items, Central staff reimbursements, recording of cash deposits, and managing fixed assets. This position will also be involved with reconciling specific general ledger accounts on a monthly basis, creating journal entries, record keeping, data entry and basic research functions. The ideal candidate would be a self-starter with some knowledge of the above listed accounting functions.

## Responsibilities

### 1. Accounts Payable

- Review invoices for reasonable expenditures and proofs of delivery where appropriate
- Review invoices for appropriate department approval and reasonable account coding
- Record all approved invoices in financial software
- Process monthly grant payments based on terms and available balances
- Process monthly credit card invoice/statements and communicate with card holders on a monthly basis re: deadlines for submitting their logs to the Accounting Dept
- Insure payments are made in a timely manner and by the appropriate method
- Maintain scanned (and paper when required) files of Accounts Payable items
- Maintain W9 files for vendors
- Conduct personalized trainings for Central Employees (as needed) to educate them on credit card and AP processes/procedures, as needed
- Direct Deposit form bank information data entry in financial software vendor records

- Annual 1099 work - staying on top of IRS changes to rules/forms, etc.

## **2. Office Employee Reimbursements**

- Process Central Employee reimbursement invoices for payment in the financial software in accordance with Reliant policies and ensuring all supervisor/signer approvals are properly documented
- Update Central Employee Reimbursement Plan policy handbook and forms, making sure they contain the most recent information and are available in media formats that utilize Solomon (office Wiki tool) and other technologies commonly used within the Reliant office
- Assist in identifying when Central Employee Reimbursement Plan Policies may need revisions or updates
- Maintain electronic files of all Central employee reimbursements
- Conduct personalized trainings for new Central employees to familiarize them with the Accountable Reimbursement Plan, forms, and procedures

## **3. Fixed Assets**

- Create and retire assets in coordination w/ the Technology Department and Staff Accountant(s)
- Maintain accurate electronic files for all assets and Work In Progress items
- Create the asset depreciation function monthly
- Reconcile and balance asset specific accounts within the financial software and record the monthly/annual totals on the asset tracking spreadsheet for the annual audit
- Conduct an annual inventory of assets, in conjunction with the Technology Department and Staff Accountant(s)

## **4. General Ledger**

- Create journal entries as needed
- Maintain electronic files of journal entries
- Maintain balance sheet ledgers and documentation (pre-paid, accruals etc.) accordingly
- Collect postage meter and copier data for quarterly journal entries
- Reconcile the 1200 (salary advance) deductions for the office and provide to Office HR for entry in office employee payroll records
- Reconcile the 1205 (taxable reimbursement) deductions for office employees and provide to the Office HR for entry in office employee payroll records

## **5. Banking**

- Reconcile revenue with provided documentation (both from internal and external sources)
- Record BOA Checking deposit and payment adjustments in the financial software
- Record Savings deposit and payment adjustments in the financial software
- Maintain electronic files of all BOA Savings and Checking bank adjustments
- Transfer funds to be available for payroll

## **6. Grants**

- Assist with grant payment requests
- Assist the Accounting team with communicating with grant recipients
- Reconciling required reporting

## **7. Other Department Functions**

- Communicate with Office Staff, Missionaries, and vendors as necessary
- Assist as needed with year-end audit

## **Reporting Relationships**

- Primarily reports to Staff Accountant, Beth Courtney
- Additionally, some projects and routine processes will be overseen/coached by Staff Accountant, Danielle Martin
- Interacts with and serves all Reliant Central Staff & departments in general