

Senior Accountant - September 2021

FLSA	Exempt
Employment	Full-Time
Manages	Accounting Coordinator
Reports To	Director of Finance Teams

Job Summary

Reliant is looking for a responsible and passionate Senior Accountant who can work in our Central Florida office in the Lake Nona area of Orlando. The responsibilities of this position involve supervision and oversight over all areas of the Accounting department. Under direction from management and using independent judgment, this role will perform advanced and specialized accounting projects, usually involving complex and confidential data. They will obtain and analyze financial information to prepare reports, statements, and recommendations. The role will be responsible for establishing, modifying, documenting, and coordinating the implementation of accounting control procedures. This role will have primary responsibility and oversight of Reliant's annual external financial audit. This role will provide work leadership and direction to other accounting team members and coordinate accounting matters with other departments, including various special projects.

The ideal candidate would be a Christian with the minimum requirements of a bachelor's degree or equivalent professional certification(s) in Accounting, with 3-5 years relevant work experience. Must possess comprehensive knowledge of Accounting processes, best practices, and principles. Non-profit experience required, and CPA certification preferred. It is important to note that Reliant focuses on maintaining a culture of innovation and solution-oriented thinking to collaborate well internally and to better serve our partners, missionaries, and donors.

Responsibilities

Financial Reporting

- Produce organizational monthly financials - including review and maintenance
- Provide financial reporting to other departments
- Annual reconciliation of all Reliant gifts
- Oversight of annual charitable giving statements to donors

Banking - Cash Receipts/Accounts Payable

- Posting of bank adjustments, invoices, and payments in financial software
- Maintenance of bank adjustments categories in financial software
- Reconciling and finalizing Reliant bank accounts monthly
- Monitors and maintains bank accounts' cash flow
- Manages banking relationships and permissions
- Review and authorize the release of ACH and wire payments
- Co-manages Reliant's credit card users and processes, along with Staff Accountant

General Ledger

- Post journal entries
- Monthly review of spreadsheets related to prepaid accounts
- Oversee completion of the monthly GL closing checklist processes to ensure timely closing every month
- Reconcile monthly data import for donor gifts and missionary admin fees

Fixed Assets

- Oversee the monthly depreciation process
- Oversee the annual inventory process
- Post all asset transactions - additions, disposals, depreciation
- Review all tracking spreadsheets monthly for Depreciation and WIP account items

Budget

- Setup, coordination, and administration of annual budget process for all Central Departments
- Assist in creating the Accounting Department Budget

Audit

- Oversight of Reliant's annual external audit
- Responsible for gathering and submitting all requested documentation
- Management of regular and ongoing correspondence with auditors

Project Fundraising

- Coordinate grant requests and payments
- Maintain grant reporting and files for Project Funds
- Ongoing development of Reliant's Project Fundraising processes and procedures

Accounting Leadership

- Oversee the updating of Accounting policies, procedures, and general operations
- Leads Accounting Coordinator in their role
- Provides departmental oversight of Accounting functions
- Serves as the Accounting Department's representative to all Central teams' - Operations Leadership and special projects
- Various other special projects