



Job Description ACCOUNTANT

REPORTS TO: Accounting Manager

LOCATION: Barnabas Foundation, Crete, IL

PURPOSE: The Accountant's primary responsibility is to support the Accounting Manager in the recording and reporting of financial transaction information. This position will also perform a wide variety of assistance to other Finance team members as a backup wherever there is need.

KEY RESPONSIBILITIES

1. Primary administrator of all aspects of trust and gift annuities from the initial proposal for clients up until the final distribution of the residual account balance to charity. This includes client communication, making scheduled payments and maintaining beneficiary information.
2. Prepare and submit annual tax reporting including IRS 1099 forms for gift annuity beneficiaries and IRS form 5227 tax returns for trust clients.
3. Prepare invoices, collect and record payment of fees for trust and gift annuity accounts that are administered on behalf of member charities.
4. Prepare and submit all federal or state required regulatory filings relative to trusts and gift annuities to maintain our status as an authorized issuer. This includes regularly reviewing requirements for all states to check for any changes. Maintain a calendar of due dates for each filing to ensure timely submission.
5. Assist the Accounting Manager with recording and reporting of foundation accounting activity needed during the monthly close.
6. Prepare general journal entries and reconcile general ledger or investment accounts as directed by the Accounting Manager.
7. Assist in preparing information required for the annual financial audit. Respond to external auditor requests in a timely manner.
8. Perform periodic internal control procedure effectiveness assessments as directed.
9. Prepare monthly and quarterly internal financial statement reports.
10. Learn and perform the daily job responsibilities of the Gift, Grant and Estate Processing Specialists at a level of proficiency that allows you to perform their roles while they are out of the office or when they need extra help during busy season.
11. Review, approve or post transactions entered by other members of the finance team as appropriate to provide for proper segregation of duties within the department.



12. Assist the Accounting Manager or Director of Finance with client correspondence or ad hoc projects as required.

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. A passion for helping Christians recognize God's ownership of everything and the importance of handling what is entrusted to them in a manner that honors God.
2. Positive attitude and ability to work well with other team members.
3. A four year degree in Accounting is desired.
4. Prior experience in non-profit accounting is helpful.
5. Excellent attention to detail and accuracy.
6. Ability to multi-task in an organized manner.
7. Excellent keyboarding and computer skills mandatory given that 90% of the job requires the use of a computer.
8. Superior proficiency with Microsoft Excel.
9. Average proficiency with Microsoft Word and Outlook.
10. Familiarity with client database programs.
11. Familiarity with web based software programs and internet browsing.
12. Willingness and ability to learn new accounting and tax software programs, specifically Stellar Financial, Crescendo and Lacerte.
13. Trustworthy and able to keep sensitive information confidential.