



Grace at the Fray

## **Accounting Assistant** ***Full-time Job Opening in Jenkintown, PA***

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide...and we're growing! To respond to the increased demands, we're seeking a full-time Accounting Assistant to join our Finance Team and support our staff both locally and abroad in the areas of payroll, donations, project funding, expenses, and reimbursements. The qualified applicant will have a background in accounting / bookkeeping with payroll processing experience, effective interpersonal skills, and a servant's heart. Position is full-time with benefits (and does not require fund-raising).

### **Responsibilities**

- ❖ **Maintains General & Subsidiary Ledgers**
  - Prepares and posts adjusting entries, journal entries.
  - Imports contributions daily; processes closing-out procedures monthly and yearly.
- ❖ **Assists in Processing Payroll**
  - Initiates payroll and transmits pay-advance wires.
  - Performs benefit calculations, deductions, payments, and deposits.
- ❖ **Provides Customer Service**
  - Responds to emails and calls from overseas staff pertaining to support-funds, donations, payroll and taxes, rent and utilities, expense reimbursements, etc.
  - Analyzes field staff requests, provides resolution and/or refers to appropriate office staff.
- ❖ **Manages Donor Contributions**
  - Records and facilitates stock transactions in donor system and maintains subsidiary ledger.
  - Reconciles donor and accounting systems.
- ❖ **Generates Budgets and Reports**
  - Produces reports of accounting, payroll, budget, donors, overseas projects, etc.
  - Prepares fund-raising budgets for overseas staff.
- ❖ **Provides Oversight for Field Projects**
  - Wires project funds to overseas staff and other payees.
  - Assists field staff in coding setup and recording project expenses.

### **Requirements**

- ❖ A personal relationship with Jesus Christ and a genuine desire to work in a dynamic, mission-driven environment and to apply one's knowledge, skills, and abilities to advance the Gospel.
- ❖ In work and interactions, demonstrates commitment to Serge Vision, Mission and Values.
- ❖ Minimum 3 years background in accounting / bookkeeping with payroll processing experience.
- ❖ Understanding of GAAP (Generally Accepted Accounting Principles) is a plus.
- ❖ Excellent computer skills & mastery of MS Excel; familiarity or strong aptitude for learning web-based software, databases, and payroll systems, e.g. Access, Donor Direct, Salesforce, Concur, Paycom.
- ❖ Proficiency in operating 10-key adding machine by touch to perform arithmetic computations.
- ❖ Exhibits grace and good judgment in handling competing tasks, demands, and deadlines.
- ❖ Dependable team player with high attention to detail who consistently follows through to completion.
- ❖ Clean FBI and child protection background check.

**To Apply**, send resume and cover letter with salary requirement to Anita Wessner at [HR@serge.org](mailto:HR@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).

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