



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. The qualified applicant will have a background in accounting / bookkeeping with payroll processing experience, solid understanding of GAAP, 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 commitment to Jesus Christ with 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 and comprehensive understanding of Generally Accepted Accounting Principles.
- ❖ 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. For more information about our mission agency, visit www.serge.org.

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