



## MINISTRY POSITION DESCRIPTION

**POSITION TITLE:** Accounting Associate

### ORGANIZATION OVERVIEW

YouthWorks is a nonprofit Christian faith based organization that's core purpose is to "help the Church be the Church by providing life changing, Christ centered resources for ministry."

### TEAM OVERVIEW

The Finance team is responsible for reconciling, recording and reporting on the financial activity of YouthWorks in order to facilitate cash management, budget and financial decisions, and ensure integrity of all YouthWorks ministries' financial transactions.

### POSITION OVERVIEW

The Accounting Associate is an active member of the Finance Team, with specific duties of Accounting recording, reconciling and reporting.

### DUTIES AND RESPONSIBILITIES

#### A. Financial Reporting and Budgeting

- Preparing financial reports for Team Leaders and staff with budget responsibilities
- Assist in preparation of budgets for all YouthWorks' ministries by providing reports of expenses and underlying documentation as requested by management

#### B. Accounting Transactions and Banking

- Prepare entries to record activity in bank accounts, such as wire and other bank transfers.
- Record expenses incurred by staff via cash, checks or credit cards based on monthly staff financial reports
- Review payroll reports and record payroll expenses in accounting system
- Assist in monitoring bank activity and balances and identify needs for cash transfers
- Assist in maintaining banking relationships and update bank signature cards as necessary
- Set up and manage credit card accounts and Sam's Club memberships distributed to staff on summer mission sites
- Maintain files of invoices, bank statements and other financial documents
- Coordinate month-end close process, review Accounting for accuracy and make necessary journal adjustments.

#### C. Year-End and Audit

- Reconcile balances and prepare supporting work papers in conjunction with annual audit
- Respond to requests for information and documentation by auditors
- Provide information for annual information return reporting
- Prepare 1099 forms and other required tax documents

#### D. Auditing and Reconciling of Staff Financial Reports

- Overseeing the reconciling, recording and auditing of financial reports and supporting documentation
- Provide training for YW staff on preparation of financial reports and forms
- Monitor timely submission of reports by staff and make follow-up contact when information is missing or needs clarification/explanation
- Assist in management of company credit cards, maintaining petty cash funds, and monitoring cash advances to staff



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### E. Summer Site Finances

- Assist in preparing and presenting training materials to summer mission staff with financial responsibility
- Assist in supervision of summer interns in responding to questions from field staff regarding financial reports

### F. Additional Tasks

- Additional tasks which support the overall ministry of YouthWorks may be assigned

## POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing personal faith story and expressing of faith as part of regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks
- College degree in Accounting/Finance and 3-5 years of demonstrated aptitude and successful performance in Accounting, budgeting and accounting in a ministry setting strongly preferred
- Ability to maintain confidentiality is a must
- Detail oriented, with confident communication and interpersonal skills
- Strong leadership skills, including conflict management and resolution
- Ability to perform multiple tasks simultaneously
- Ability to contribute to a climate of wise stewardship within the organization
- Proficiency in Microsoft Excel and Accounting Software (MS Dynamics GP preferred)

<b>REPORTING:</b>	The Accounting Associate reports to the Vice President of Finance and is a member of the Finance Team
<b>TRAVEL:</b>	Moderate travel varies during the year, and includes out of state travel as needed to attend conferences, ministry events, and staff gatherings. Attendance at Youth Specialties, Planet Wisdom and YouthWorks events is required (dates determined annually).
<b>HOURS:</b>	This position is full-time, year-round and may require limited, minimal evening and weekend hours as operational needs necessitate (especially during out of state travel).
<b>COMPENSATION AND BENEFITS:</b>	Salary commensurate with qualifications, eligible for benefits after waiting period as defined in Employee Handbook
<b>CONTACT:</b>	Please submit resume, cover letter and inquiries to the Human Resources team, by e-mail to <a href="mailto:hr@youthworks.com">hr@youthworks.com</a>