

STAFF ACCOUNTANT

Job Description

Metro Christian Legal Aid is seeking a part-time Staff Accountant to join its growing ministry team. MCLA is a 501(c)3 organization whose mission is to spread the Gospel of Jesus Christ by sharing God's love with our neighbors through Christ-centered legal services, counseling, and biblical teaching. We serve through free legal aid clinics, reconciliation and mediation services, and counseling Christian non-profit organizations. The successful candidate must be a Christian who is willing to sign MCLA's statement of faith and be a person of the utmost integrity. The successful candidate must also be a self-starter and be able to work independently as well as work closely with other staff, including the Executive Director, Board of Directors and Finance Committee to accomplish the ministry's mission. Past experience in Quickbooks and following GAAP in maintaining financial records, donor records, invoices, financial statements and projections is required. This position will work on average 10-15 hours/week.

General Duties and Responsibilities:

1. Prepare bank deposits
2. Record and post donations, grants, and other income
3. Review and record detail transactions of bi-weekly payroll
4. Enter invoices, pay bills, and distribute payments due on behalf of MCLA
5. Balance credit card statements and receipts monthly
6. Prepare financial reports for Executive Director and relevant committees
7. Assist in preparing annual financial budget
8. Reconcile bank statements
9. Prepare and record monthly journal entries
10. Prepare and update Cash Flow Projection
11. Process and post donor contributions and send appropriate acknowledgements for contributions, memorials, and monetary gifts
12. Prepare financial reports and supporting information for CPA prepared annual tax form 990
13. Prepare financial reports and supporting information for independent CPA compilation report to meet requirements of ECFA membership
14. Prepare annual 1099 forms for recipients of non-employee compensation
15. Assist as needed prior to and during fund-raising events
16. Carry out other duties as assigned.

Expectations:

1. Demonstrate Christ-centered behavior at-all-times.
2. Complete the functions of the position while providing an organized record keeping system.
3. Maintain confidentiality and personal/professional discretion related to donors/donations and financial records of MCLA.
4. Have a proficiency in Quick Books and develop a proficiency in eTapestry (Donor Relationship Manager) software.
5. Commit to a regular in office work day(s) dependent on the needs of the ministry with approval to work from home.
6. Attend and participate in Administrative Staff meetings as required.

Qualifications:

1. Lifestyle that reflects a commitment to and a passion for Jesus Christ and a willingness to sign MCLA's Statement of Faith.
2. Business or Accounting degree OR experience that includes working in bookkeeping, accounting, and/or finance.
3. Proficient knowledge and experience using QuickBooks.
4. Knowledge of eTapestry donor management system is a tremendous plus.
5. Demonstrated ability to work collaboratively, as well as self-directed for responsibilities of this position.
6. Conscientious work ethic with the ability to work well with timelines and short deadlines.
7. Strong attention to detail and accuracy.
8. Proficiency in a Windows-based PC environment, including Office365 applications (Word, Excel, etc).

If you meet these qualifications, please respond with a resume to info@mcla.org.