



Job Description

Job Title: Senior Accountant
Salary Range: \$59,000 - \$69,000
FLSA Status: Exempt

ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

SUMMARY

This Senior Accountant position will be responsible for a timely monthly close and the analysis of balance sheet accounts. This is a supervisory position with one direct report and is a full-time exempt position. The Sr Accountant will work closely with the Director of Accounting on the audit and other special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Supervise Staff Accountant Position.
2. Reviews and approves bank reconciliation.
3. Maintains all balance sheet reconciliations.
4. Provides information to auditors as requested.
5. Ensure closing is completed within an agreed time schedule.
6. Works closely with Director of Accounting on special projects.
7. Other duties assigned.

QUALIFICATIONS: To perform this job successfully, an individual must have complete familiarity with computer functions. Must be proficient in Excel and Outlook. This position may be required to use other software as technology changes. Great attention to detail and a strong ability to multi-task is desirable. 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting; at least five years related experience and/or training. Previous management responsibility and certification such as certified public accountant (CPA) or certified management accountant (CMA) or master's degree in business administration (MBA) a plus.

LANGUAGE SKILLS

Ability to communicate effectively and exhibit diplomacy and discernment. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to perform basic mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and listen.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually minimal to moderate. Minimal to moderate travel may be required for special department events.