



## **JOB TITLE: STAFF ACCOUNTANT – GIFT PROCESSING AND MEMBER SERVICES**

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### **SUMMARY:**

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Staff Accountant – Gift Processing and Member Services**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful, and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Chief Financial Officer and serves as the primary liaison between funding agencies, the finance department, and program staff. As a key member of the Finance team, the Staff Accountant is primarily responsible for managing all aspects of gift processing, tax receipting and acknowledgements as well as supporting constituent records management in partnership with the Generosity Officer.

This highly collaborative role also requires a great deal of autonomy, good judgment, and the ability to see multiple projects through to completion with minimal errors.

### **ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:**

Responsible for managing all aspects of gift processing, including gift receipting, acknowledgements, weekly gift reporting and audit support including:

- Creating and updating member records, receiving credit card transactions, inputting gifts, as well as creating and recording check deposits, stock transactions, wires, and ACH transfers.
- Creating and sending tax receipts and acknowledgements to members, ensuring that the Stewardship Committee has reviewed and approved acknowledgements as necessary.
- Determining legal credit for gifts/payments and researching donor questions related to gifts as necessary.
- Managing all credit card donations and ensuring PCI compliance of those transactions.
- Overseeing the process (e.g., paperwork, online access, etc.) of establishing/opening of new accounts with financial institutions in order to establish new member funds.
- Support member database to maintain best practices related to member records management, including data entry to ensure that the most comprehensive and up to date data is housed securely and correctly. Partner with liaison from Stewardship Committee to ensure that critical data to that team is captured in the database. Work to ensure that data is configured in a way that enhances member tracking and reporting.
- Managing the gift reporting process by generating select weekly, monthly and ongoing financial gift reporting.
- Perform monthly merchant services reconciliation processes. Provide information related to gifts coming into the Church via wire, ACH, checks, and stock contributions on a daily basis to support bank reconciliation.
- Perform daily reconciliation to ensure that the general ledger is aligned and reflect daily activity.
- Provide member service support by providing critical updates related to gifts from members, organizations and foundations for timely recognition and response to occur.
- Maintain records related to grants and pledges made to ASBC and related fiscal sponsorships. Critically evaluate payments and documentation received to ensure that necessary information is on file to support the treatment of funding received, including donor restrictions.
- Maintain the pledge roll forward throughout the year.
- Prepare and maintain accounting records for ASBC, including but not limited to: accounts receivable as well as journal entries for transactions involving cash receipts.
- Review accounting documents for accuracy, clarity, and compliance with Foundation policies and procedures, accounting standards and relevant laws and regulations.
- Assist with preparation for audits and work with auditors while on site.
- Propose and implement recommendations for improved processes.

- Maintain established internal controls.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Strong analytical skills.
- Knowledge of and demonstrated proficiency in the use of the Microsoft Office suite of products (specifically Word and Excel) and electronic calendar systems (specifically Outlook).
- Ability to work under pressure, keep all work current and accurate, and respond to identified department deadlines with a sense of urgency.
- Strong organizational and time management skills to be able to efficiently prioritize work.
- Customer focused, professional, courteous and friendly personality.
- Advanced Excel skills, proficient Microsoft Office skills, and the ability to work with finance databases and software.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.
- Strong work ethic and commitment to excellence.

### **CORE COMPETENCIES REQUIRED:**

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- Bachelors' degree in Accounting or related field.
- 3+years' related experience and/or training. Non-profit experience a plus.
- Experience with member service software preferred.

*As a condition of employment, all employees are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.*

### **APPLICATION PROCESS**

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.