



## **POSITION DESCRIPTION**

### **Staff Accountant**

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**Summary:** Plays a key role in carrying out Entrust finance department policies and procedures. Responds to questions and requests from staff and donors, oversees receipt and deposit of funds, assists in maintaining clear and accurate financial records, generates reports, ensures Entrust's ongoing adherence to IRS and ECFA guidelines. Maintains commitment to financial integrity and to servant-hearted ministry to Entrust staff for God's glory.

**Reports to:** Finance Director

**Commitment:** 30 hours/week, leading to full-time

**Location:** Colorado Springs headquarters office

**Compensation:** Salary

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#### **SPECIFIC AREAS OF RESPONSIBILITY**

- Recording of all funds received.
- Process payments of invoices, payrolls and reimbursements, ensuring expenditures remain within the limits of board-approved annual budgets.
- Prepare monthly closing entries.
- Provide monthly reports of individual and project accounts to Entrust staff.
- Assist with preparation for annual audit and filing of IRS form 990.
- Maintain funds and records in a manner consistent with IRS guidelines for a 501(c)(3) corporation and with generally accepted accounting principles and ECFA membership standards.
- Maintain internal controls, procedures and policies.
- Gather and review annual financial budgets from staff.

#### **OUTCOMES**

- Entrust will achieve a clean annual audit.
- Entrust will maintain 501(c)(3) status (deductibility of donations to Entrust).
- Finance department will provide resources on a timely basis to staff and partners.
- Finance department will provide useful and accurate financial information to management, staff, board and donors.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Prefer bachelor's degree in accounting plus two or more years of experience, preferably in fund accounting for non-profit organizations.
- Working knowledge of the principles of accounting and current tax laws/trends, especially as they relate to internal controls, payroll and conditions for the deductibility of charitable contributions.
- Ability to remain current with changes in pertinent laws and regulations.
- Willingness to continually upgrade accounting skills.
- Familiarity with Microsoft Office Suite and other programs as needed, and ability to use other office equipment as related to job functions.
- Ability to organize and prioritize work and maintain attention to detail.

### **Personal Qualities Desired**

- Desire to support the mission of Entrust.
- Desire to provide care and support for Entrust staff.
- Ability to contribute toward a cheerful and hospitable atmosphere in work area.
- Good interpersonal skills.
- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Creativity and clarity in communication.

### **Spiritual Qualities Desired**

- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships with others.
- Teachable spirit and servant's heart
- Agreement with Entrust Statement of Faith.