



TEXAS BAPTISTS[®]
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 6/7/2023

Closing Date: Until Filled

Position Title: General Ledger Accountant

Department/Division: Finance & Support Ministries Team

Job Type: Regular Full Time, Non-Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION:

The General Ledger Accountant will analyze balance sheet accounts, and prepare records, as well as journal entry preparation, balance sheet account reconciliations, and financial statement preparation. They will maintain fixed asset subledger and conduct annual audit preparation and research. They will also train and assist staff with general ledger research.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Analyze and reconcile balance sheet accounts on a monthly basis accurately and timely.
- *2. Research outstanding reconciling items from monthly reconciliations and prepare corrections for reconciling items.
- *3. Maintain fixed assets subledger to include but not limited to reconciliation to general ledger and maintenance of supporting documentation.
- *4. Review and validate journal entries prepared outside of the Finance & Accounting department.
- *5. Review and validate accounts payable adjustments prepared outside of the Finance & Accounting department.
- *6. Prepare bank reconciliations and research of outstanding items accurately and timely.
- *7. Provide accounting expertise and assistance to budget users and other non-accounting personnel.
- *8. Accurately prepare and maintain Building Use allocation journal entry.
- *9. Accurately prepare and maintain Building Telephone allocation journal entry.

General Accountant Ledger

- *10. Prepare and enter journal entries into General Ledger system accurately and timely.
- *11. Prepare and enter accounts payable adjustments into the accounting system accurately and timely.
- *12. Serve as backup to Center Administrative Assistant as needed.
- *13. Prepare monthly budget analysis reports.
- *14. Prepare the recording of monthly investment activity including mark to market of investments.
- *15. Assist budget users with entering budgets into the budgeting software.
- *16. Assist with preparation of PBC worksheets for auditors accurately and timely.
- *17. Perform financial reporting training sessions with building staff.
- *18. Accurately enter data into computer system; prepare accurate correspondence and documents as required.
- *19. Effectively work with co-workers to meet timely objectives established for the successful completion of a project.
- *20. Promptly answer phones, take messages and respond to requests for information accurately and timely.
- *21. Attend meetings and participate in training as required.
- *22. Maintain compliance with all Baptist General Convention of Texas (BGCT) policies and procedures, as well as all state and federal laws.
- *23. Perform other duties as required.

*Task which is considered to be an essential and primary function of the job.

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Associate Degree in related field preferred, with 6-12 hours in accounting, or an equivalent combination of education, training, and experience. In-depth, comprehensive understanding of accounting, including theory, generally acquired through 2+ years of general accounting work experience to include general ledger and fund accounting.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Ability to work with 40 or more high volume accounts.
5. Strong analytical skills; ability to research general ledger transactions; ability to evaluate validity of journal entry coding.
6. Must maintain confidentiality.
7. Ability to complete balance sheet account reconciliations.

8. Technology proficiency requirements:
 - a. Proficient Microsoft Excel skills.
 - b. Experience using accounting software such as Financial Edge or other similar product.
 - c. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Google Mail, and internet skills.
 - d. Ability to operate 10-key calculator by touch.
 - e. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.
9. Proficient time management skills and ability to multi-task and prioritize tasks to meet deadlines; ability to work effectively under deadlines and time constraints; ability to work under minimal supervision effectively; ability to exercise good judgment and make decisions regarding responsibilities.
10. Ability to speak, read and write English; ability to speak clearly and make self-understood in face-to-face interactions; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
11. Ability to remember verbal and written tasks/assignments from a few hours to long periods of time; ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continual basis.
12. Ability to establish and maintain effective working relationships with staff; professionalism in the workplace to include professional and accurate communication with others.
13. Ability to sit, sometimes for prolonged periods of time.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.