

# Detroit Rescue Mission Ministries

## JOB DESCRIPTION

**JOB TITLE:** Senior Accountant

**LOCATION:** Administration

**REPORTS TO:** Director of Finance

**POSITION:** Exempt

### JOB SUMMARY:

Under the general direction of the Finance Director, manage and maintain a reliable accounting system, to coordinate the annual audit and to assist in the annual budget preparation.

### ESSENTIAL FUNCTIONS:

1. Plan, organize and maintain the accounting system, including; Payroll Processing, Monthly Journal Entries, Bank Account Reconciliation, and Fixed Asset Register & Depreciation Schedule Maintenance.
2. Assist in preparing the annual budget for internal control.
3. Assist in preparing the budget and creating reports for government contracts.
4. Prepare financial reports for the Board of Directors and the Ministry Directors.
5. Coordinate the annual financial and compliance audits.
6. Maintain records in accord with professional standards and assure that participant files are complete in terms of participant's needs, services provided and care plans. All actions taken on behalf of, or services provided to, assigned participants are documented on a timely basis.
7. Attend and participate in in-service education and training, multi-disciplinary staff meetings or general staff meetings as required.

### OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

**JOB TITLE: SENIOR ACCOUNTANT**

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Bachelor Degree, or equivalent, in Accounting.
2. Minimum of two (2) years of experience in financial accounting and budgeting.
3. Demonstrate organization and time management abilities and demonstrate verbal and written communication, inter-personal and conflict resolution skills.
4. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, and various youth personalities, and disruptions.
5. Physical ability to periodically sit or stand for long periods of time and to bend/lift/carry items while setting up training rooms.
6. Must have annual testing for hepatitis and annual TB testing.

**WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.