

JOB DESCRIPTION

Job Title: Accountant
Reports To: Chief Financial Officer (New position; President in Interim)
FLSA Status: Full-Time Non-Exempt

Position Summary: Keeps accurate records of all financial transactions for White Horse Inn by performing the following duties.

Essential Duties and Responsibilities include the following. This position is responsible for these duties under the guidance of the CFO (President in the interim). Other duties may be assigned.

- *Accounting Tasks*
 - Comply with local, state, and federal government reporting requirements.
 - Maintain QuickBooks by updating software to ensure security of records.
 - Record day to day financial transactions. Ensure smooth working relationship with Regent's bank.
 - Check and verify source documents (e.g. invoices, receipts, computer printouts, etc.).
 - Reconcile and balance all accounts in a timely manner using Quicken software.
 - Process accounts receivable/payable in a timely manner.
 - Maintain secure filing system to support financial records.
 - Prepare and record deposit receipts.
 - Generate 1099s and oversee and ensure accurate processing of 3rd party payroll of WHI employees and contractors.
 - Prepare and submit sales tax reporting.
 - Maintain accurate records for filing taxes (including obtaining W-9s from Independent Contractors)
 - Prepare, when required, wire transfers with banks to third parties.
 - Prepare and execute Payroll with contracted third party.
 - Act as the main point of contact for benefits for WHI employees. Work with President as required on benefit changes required by the WHI Board or regulatory agencies.
 - Act as the main point of contact for WSC. Refer questions to President.

- *Expense Reporting*
 - Check expense reports for proper accounting and prepare reimbursement checks
 - Assign expenses to proper categories and prepare for President's signature
 - Prepare President's expense reports
 - Ensure Bento card system is working smoothly and is reconciled at least once monthly.

- *Monthly Reporting*
 - Ensure Quick Books are current at month end to ensure information is correct for month end reports.
 - Report to President each month:
 - Each Director's current actual budget vs planned budget figures with ability to explain the variance
 - Interface as required with other Directors and Donor Development Manager to provide financial information required for effective donor development.

- *WHI Annual Audit and Ongoing Compliance*
 - Prepare all materials required for annual audit by CPA firm
 - Notify President immediately of any potential irregularities in controls or accounting practices.

- *PCS Interface*
 - Updating bi-monthly subscription reporting from PCS in QuickBooks.

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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/Experience: Bachelor's degree (A. A.) or equivalent with one year related experience and/or training; or equivalent combination of education and experience.

Language Ability: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Inventory software and Microsoft package, including spreadsheets and data base software.

Certifications or Licenses: Valid driver's license, and current registration and insurance.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is located in an office environment. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 25 pounds

- Must be able to remain in a sitting / stationary position for more than 50% off the time.
- Constantly operates a computer.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

White Horse Inn (www.whitehorseinn.org) is a multimedia catalyst for reformation. We believe that each generation must rediscover and apply the gospel to their own time. We long to see a second reformation take hold of our churches and return them to the God-honoring, Christ-centered, Spirit-wrought places of worship they should be. Over the past twenty years, we've grown more hopeful that such a reformation is possible. So, we're putting our time and resources to work toward one. Our mission is to help Christians "know what they believe and why they believe it" through conversational theology. The conversations take place in talk show, magazine, event, book, blog and social media formats. Our vision is to see a modern reformation in our churches through a rediscovery of God, the gospel, and the classic Christian confessions proclaimed during the sixteenth-century Reformation. More than just a talk show and a magazine, White Horse Inn is a conversation for reformation. C. S. Lewis famously remarked that "mere Christianity" is like a hallway. In this hallway, real conversations between Christians of different convictions can begin and develop over time as we emerge from these various rooms to speak of Christ and his gospel to one another. For twenty years, White Horse Inn has hosted this conversation both on the radio (White Horse Inn) and in print (Modern Reformation) in the spirit of that great hallway of "mere Christianity," bringing the rich resources of the Reformation to bear on American evangelicalism.