



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: April 25, 2019

Closing Date: Until Filled

Position Title: Baptist Student Ministry (BSM) Accountant

Department/Division: Finance and Accounting

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: Accurately process semi-monthly payroll on time, and ensure that employees' deductions for benefits, such as insurance, retirement and other benefits, are transmitted accurately and on time to the proper agencies.

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. Train BSM field staff on accounting system(s) and processes.
- *2. Support BSM field staff with accounting system(s) and processes.
- *3. Prepare, update and disseminate accounting procedures and guidelines to BSM field staff.
- *4. Train and support BSM field staff with annual budgeting.
- *5. Serve as liaison and advocate between BSM field staff and all accounting functions.
- *6. Assist state BSM staff with review of field locations' actual expenditures compared to budget.
- *7. Assure invoices submitted for payment are processed in a timely manner.
- *8. Review activity at each BSM from petty cash and bank accounts (if applicable) on a weekly basis. Prepare necessary information (journal entries, cash receipts and accounts payable transactions) for posting to general ledger.
- *9. Review bank reconciliations prepared by on-site BSM staff for accuracy.

BSM Accountant

- *10. Assist with bank reconciliations for smaller BSMs.
- *11. Assist BSMs with budgeting and related input.
- *12. Assist with accounting system conversions from local systems to BGCT entity-wide system.
- *13. Other duties as assigned.

**Task which is considered to be an essential 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. In-depth, comprehensive understanding of accounting, including theory, generally acquired through bachelors' degree in Accounting and 2+ years of general accounting work experience to include general ledger and fund accounting.
2. Ability to work with 40 or more high volume accounts.
3. Strong analytical skills; ability to research general ledger transactions; ability to evaluate validity of journal entry coding.
4. Requires working knowledge of accounting software.
5. Requires working knowledge of budgeting software.
6. Requires knowledge of finance and accounting center and the functions, procedures and policies.
7. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
8. Requires proficient ability to plan, administer, and report budgets.
9. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
10. Requires active membership in a BGCT affiliated church during employment.
11. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
12. Requires excellent listening skills, interpersonal skills, and relationship building skills.
13. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
14. Requires proficient client management skills.
15. Requires ability to maintain confidentiality.
16. Requires proficient ability to exhibit detail oriented skills necessary to understand and manage a wide range of information from a vast amount of entities.
17. Requires proficient ability to speak, read and write English.
18. Requires ability to speak clearly and make self understood in face-to-face interactions; to articulate with accuracy on the telephone.

19. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
20. Requires ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
21. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
22. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
23. Requires excellent organizational skills; ability to multi-task.
24. Requires professionalism in the workplace to include accurate communication with others.
25. Requires commitment to Christian principles and teachings both professionally and personally.
26. Technical proficiency requirements:
 - a. Microsoft Excel skills.
 - b. Experience using accounting software such as Financial Edge or similar product.
 - c. Working knowledge and ability to use various office software including, but not limited to, Microsoft Word, and internet skills.
 - d. Ability to operate 10-key calculator.
 - e. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.
27. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
28. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
29. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
30. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
31. Requires sufficient good health to properly discharge duties.

CONTACT: **Human Resources**
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 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.