

# **BAPTIST WORLD ALLIANCE (BWA)**

405 North Washington Street, Falls Church, Virginia 22046, USA

## **Job Specification for Accountant**

### **JOB DESCRIPTION**

The Accountant participates in the financial activities of the BWA in accordance with the policies enshrined in the BWA Fiscal Policy Manual and in a manner that meets all professional and non-profit standards. The main focus of the Accountant's job is to record and report on BWA's income and expenditure.

### **JOB PURPOSE**

The Accountant tracks income and expenses and updates BWA's financial database in order to maintain accurate records and to prepare reports.

### **JOB DIMENSIONS**

The Accountant works under the supervision of, and reports to, the BWA Comptroller.

### **KEY OUTPUTS**

1. The highest level of integrity is maintained in managing and reporting all transactions.
2. BWA Executive Staff members are provided with prompt and accurate information for decision-making.
3. BWA clients are provided prompt and accurate information.
4. Financial records are up to date and reports are generated as required.
5. BWA's financial record keeping attracts favorable review in the annual audit.

### **PERFORMANCE INDICATORS**

1. Financial reporting meets the highest standards for a non-profit organization
2. Requests for database analysis produce accurate and timely reports

## **PERFORMANCE INDICATORS (continued)**

3. All financial transactions meet the highest standards of transparency and ethical reporting
4. Donor relations are enhanced because of responsiveness and accuracy

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Duties within the Finance Office
  - Supervise daily accounting services for BWA including cash management, recording donations, receivables and payment of invoices and expense reports
  - Perform bank reconciliation on a regular schedule as required
  - Maintain and reconcile staff travel accounts
  - Prepare and record grants and travel expenses for BWA regional organizations
  - Provide database analysis as required
2. Serve as staff to in-house task groups as required
3. Maintain non-personnel finance-related files, including minutes of the Budget & Finance Committee
4. Prepare reports on BWA fundraising campaigns
5. Prepare and submit financial reports as required
6. Suggest to BWA Comptroller any changes to procedures in the Finance office that would ensure more efficient management in that area of ministry.
7. Perform other duties as assigned

## **REQUIRED COMPETENCIES**

Knowledge and experience in non-profit accounting

Competence in the use of relevant computer software

Good interpersonal skills, discretion, and work habits

Knowledge of the history and policies of the BWA

Ability to work under supervision

Ability to work on own initiative and as a team member

January 11, 2012