



Job Opportunity: Fulltime Nonprofit Accountant

GENERAL DESCRIPTION

This is an immediate opportunity to work in an environment committed to Christian values and objectives. Open Bible Churches, located at 2020 Bell Avenue in Des Moines, Iowa, collaborates with 2,000 global and national affiliated churches and receives contributions and distributes funding in support of a variety of affiliated and partner ministries. The accountant reports directly to the secretary/treasurer of the organization and is assisted by a fulltime bookkeeper. This is an office with 14 people, all of whom assume responsibility for contributing to a purposefully Christian atmosphere. Employees have historically preferred to remain for several years. Candidates should identify with Open Bible Churches' mission to globally make disciples, develop leaders, and plant churches, and have built a record of integrity with skillsets and professionalism that both blend with our team environment and flourish through individual work.

RESPONSIBILITIES

Manage all aspects of day to day nonprofit accounting, including:

- A/P, A/R, payroll, journal entries, and bank reconciliation
- Process revenue and receipts and oversee deposits, including electronic funds transfers
- Maintain donor receipt records and communication of appreciation for contributions
- Balance investment statements and administer unitrust distributions
- Budget data preparation, analysis, and monitoring of approved budget
- Prepare monthly and quarterly financial reports
- Monitor employee PTO utilization
- Coordinate with independent auditors in preparation for year-end audit and 990 filings
- Accounting oversight of ministerial retirement program
- Administer insurance compliance and billings
- Supervision of Global Missions bookkeeping and distributions reports
- Coordinate installation of accounting software updates

QUALIFICATIONS

- Bachelor's degree in accounting
- Knowledge of nonprofit accounting practices
- A record of assuming work initiative and accepting accountability for that work
- At least 3-5 years' experience commensurate with these responsibilities
- Expertise with Great Plains Dynamic accounting software
- Strong Microsoft Office skills, particularly Excel
- Experience with financial audits
- Attention to detail, clear communication, and problem-solving
- Ability to work independently and as a listener/contributor member of our team

BENEFITS

Open Bible Churches office personnel typically work a 4 ½ day week, Monday through noon on Friday. Salary is negotiable based upon experience and job scope. Fulltime benefits include paid vacation, family health, dental, and vision insurance, and retirement plan contribution.

APPLICATION PROCESS

Review of applications will begin immediately and continue until a suitable candidate is selected. Employment is contingent upon satisfactory results from a background check. Only those candidates deemed most qualified will be contacted to interview.

Apply by email to brian@openbible.org

Attach the following to your email, in PDF or Microsoft Word format:

- Letter of application, which includes your perspective on/identification with Open Bible Churches' mission
- Resume
- Salary history/requirements

Receipt of complete applications will be acknowledged by return email within 3 business days.