



Job Description || Position: Accountant

Reports to: President and Senior Director of Operations

Position Purpose: Under the direction of the President, Senior Director of Operations, and working collaboratively with other departments and outside CPA firm, serve World Orphans by providing internal oversight and direction to the recording and maintenance of finance/accounting functions for the organization

Salary/Benefits: Full-time position (30-40 hours per week) during normal business hours. Salary commensurate with experience || Benefits package for full-time employees includes Dental and Vision insurance; group participation in Samaritan Ministries; Paid Time Off (PTO), Paid Holidays per year (13), Voluntary Life and AD&D, Short Term Disability, Long Term Disability, 401(k) Retirement Plan

Location: Hybrid position in Virginia Beach, VA or Knoxville, TN (remote with some in-person meetings)

Position Details: Working in collaboration with outside CPA firm provide internal oversight, with excellent attention to detail, for World Orphans in the area of finance, accounting, and administration ensuring the following:

- **General Accounting Functions.** Maintain chart of accounts and fixed asset schedule; conduct, reconcile, and analyze general ledger entries/accounts; conduct month-end and year-end close processes including preparation of financial reports; ensure regulatory compliance and adequate internal controls; manage accounts payable including issuance of checks and wire transfers to vendors and international programs; reconcile bank statements, stock transfers, and other asset accounts
- **Budgeting and Expense Control.** Assist with the budget creation process, collect input from departments as necessary. Work with department managers to ensure understanding and compliance of the organization's actual performance with estimates (the budget).
- **Financial Relationships.** Establish and maintain lines of communication with bankers, financial analysts, and contributors in conjunction with the President.
- **Mobilization.** Assist in maintaining and managing trip donations and budgets. Set up, monitor, and share reports on incoming restricted donations for trips. Review trip budgets, work with Mobilization dept to compile and finalize trip expense reports, and review/reconcile trip reports with Quickbooks
- **Record Control/Financial Audit/Tax Filing** - Ensure the maintenance and preparation of appropriate financial records and assist with outside audit processes. Collaborate with the President and CPA firm to retain an independent CPA firm and assist with the completion of an annual audit of the financial position, policies, and procedures of World Orphans. Work with CPA firm to ensure timely and accurate filing of 990 tax forms
- **Restricted Accounts.** Establish and maintain a list of restricted accounts. Work with the President, Programs, and Church Partnership Departments to regularly (monthly) reconcile restricted balances
- **Other duties.** In the spirit of cooperation and teamwork, handle special projects as needed with direction from World Orphans President or Senior Director of Operations.

Qualifications:

- World Orphans is a Christian 501c3 with traditional beliefs rooted in historical biblical doctrines. Belief in and adherence to the World Orphans Statement of Faith and meaningful commitment to /attendance at a local church is required
- Associate or Bachelor's degree in accounting, finance, or equivalent
- 3 -5 years accounting/bookkeeping experience (non-profit preferred)
- Proficient in the use of QuickBooks Online, Excel, and Word
- Proficient in the use of Bloomerang (or similar donor management software) and Bill.com preferred
- Strong work ethic, detail oriented with commitment to excellence
- Spirit of humility, eagerness to learn, self-motivated, and desire to be part of a close-knit team
- Excellent people and communication skills

Interested candidates should send resume and cover letter to jobs@worldorphans.org