



Staff Accountant - Job Description

Organization

The 410 Bridge is a nonprofit Christian organization located in Alpharetta, GA. We serve the people of Dominican Republic, Guatemala, Indonesia, Kenya, and Nicaragua through partnerships with United States churches and organizations. Our model of Christ-centered, community development is centered on collaborating with local Indigenous leaders in rural communities to help them access their community's strengths and needs. Together we create sustainable solutions against the war on poverty. Please visit our website to explore how your values resonate with our mission.

Position

The Staff Accountant, reporting to the Controller, will take ownership of managing accounts receivable and accounts payable. All roles within the Accounting & Finance department are committed to upholding stakeholder trust and safeguarding operations by ensuring the confidentiality of all financial information. Every team member within the organization aims to embody Christ-like qualities, working together to cultivate a workplace atmosphere that is positive, productive, and supportive. This position will start with a maximum of 30 hours per week, with the potential to transition into a full-time role that offers a hybrid work arrangement.

Responsibilities

This role plays a major part in the accounting department in the following areas:

- Execute accounting tasks in accordance with GAAP and FASB.
- Ensure adherence to internal procedures, policies, and controls.
- Maintain the accounting system by updating the Chart of Accounts and Class structure, as well as implementing class modifications as required.
- Complete monthly program reconciliations between the United States and funded countries.
- Enter and process weekly expenses along with international funding requests, ensuring that all payables are accurately recorded in the appropriate accounting period, assigned to the correct GL classifications, and disbursed from the corresponding bank account.
- Record and reconcile all accounts receivables transactions, encompassing bank deposits and the integration of data into software.
- Generate and send yearly tax statements for donors.
- Compile and distribute the annual 1099 forms
- Prepare monthly bank reconciliations & manage weekly bank account balances & transfers.
- Oversee and balance the petty cash fund.
- Conduct the reconciliation of credit card accounts and ensure the maintenance of required supporting documentation.
- Prepare the required schedules and collect supporting documentation for the annual audit.
- Recognize and communicate improvements and streamlining of accounting processes and procedures to the Controller.
- Provide support for the annual budgeting process.
- Prepare other related duties as assigned.

Preferred Qualifications

- A bachelor's degree is preferred, or equivalent experience in accounting or a related discipline, particularly in accounts payable and accounts receivable.
- Proficiency in QuickBooks and online payment processing systems.
- Microsoft excel knowledge and analytical capabilities.
- Ability to work autonomously.
- Attention to detail and a commitment to meeting deadlines.

To apply, kindly email your resume to accounting@410bridge.org with the subject line: Staff Accountant.

