July 24, 2024

Ambassadors for Christ
Paradise, PA
7/19/2024

Data-driven accountant

Job Description:

Under the supervision of the Director of Finance and Administration, the Data-Driven Accountant incorporates his/her knowledge to assist each department/program to obtain the accounting support they need to assess, plan, implement and evaluate areas of concern to enhance effectiveness and efficiency for the furtherance of the Kingdom of God and for His glory.

Principle Duties and Responsibilities:

With great efforts in regulatory compliance, risk prevention, quality control and efficiency enhancement, to direct financial activities of Ambassadors for Christ and ultimately to provide AFC stakeholders and donors with accurate financial reports by performing the following duties.

Accounting:

1. **Regulatory Compliance:**
    - Ensure the newest nonprofit accounting principles applied timely and accurately in daily accounting activities.
    - Ensure the accounting department to carry out different government regulations related to accounting transactions, such as payroll taxes and sales taxes.
    - Responsible for donor's designated use in accounting transactions.
    - Responsible for following Board of Director's decision regarding the use of the funds.
2. **Risk Preventions:**
    - Establish internal control procedures to separate duties such as custody, recording, reconciliation and authorization.
    - Diligently audit contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
    - Establish policies for reconciling vulnerable accounts such as checking accounts and petty cash account monthly and ensure no discrepancy in these accounts. And if discrepancy existing, to follow the procedure to investigate.
    - Monitor bank account balances and abnormal transactions on daily basis.
    - Advise management about insurance coverage for protection against property losses, auto accidents, and Workers Compensation insurance and potential liabilities.
3. **Quality Control and Efficiency Enhancement:**
    - Supervise the overall accounting department's accuracy by following the procedures in place and teaching the accounting staffs.
    - Periodically review existing procedures to make improvements accordingly.

- Ensure accounting system up to date.
- Develop and implement internal controls to safeguard the company's assets.
- Establish, or recommend to management, strategies, objectives, and policies for the efficient and ethical operation of AFC's ministries.

4. Financial Reporting and Auditing

- Reconcile all trial balances on regular for producing monthly financial reports.
- Create a fully reconciled and fully adjusted complete set of financial statements.
- Arrange for annual audit of Ambassadors for Christ's financial records.
- Promote a culture of ethical behavior and accountability within the organization.

5. Data Analysis & Reporting

A. Budgeting and Forecasting:

- Develop and manage the annual budget process in collaboration with department heads.
- Analyze financial information detailing assets, liabilities, and capital
- Monitor and report on budget performance, providing variance analysis and recommendations.

B. Predictive Analytics:

- Provide insights and recommendations based on predictive models.
- Make recommendations regarding the accounting of reserves, assets, and expenditures.
- Conduct studies and submits recommendations for improving the organization's accounting operation.

C. Data Extraction and Integration:

- Extract, cleanse, and integrate financial data from various systems for comprehensive analysis

D. Data Visualization:

- Create dashboards and visualizations to represent financial data clearly and effectively.
- Use tools like Tableau or similar for data presentation.

E. Cross-Functional Collaboration:

- Prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Provide support for other departments on data-driven financial practices.
- Provide management with timely reviews of organization's financial status and progress in its various programs and activities.

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Job Qualifications:

1. **Basic Requirements:**
    - Agree to AFC's Statement of faith and vision/mission
    - Christian with clear and strong sense of calling
    - Has a strong faith in Christ and a total commitment to truth and honesty.
    - Is self-initiated and highly motivated by the love of Christ.
    - Desires to use God given talents for the honor and furtherance of the kingdom of God.
    - Has at least a Bachelor's degree (B. A.) from a four-year college or university in accounting/business administration/data analysis; or one to two years related experience and/or training; or equivalent combination of education and experience.
    - Has a strong spiritual and managerial background with evidence of program management and continuous improvement abilities and experiences.
    - Has demonstrated effective interpersonal skills with evidence of spiritual maturity.
    - Has demonstrated ability to organize with detail and goal-directed orientation.
    - Has experience in team-building especially in the area of staff development, and cross training activities.
    - Carry out some human resource duties such as answering questions about salary and benefit administration and referring specific salary questions to the director of administration.