

ORAL ROBERTS EVANGELISTIC ASSOCIATION JOB DESCRIPTION

TITLE: Accountant / Payroll & Benefits Specialist

REPORTS TO: Vice Presidents

DEPARTMENT: Administration/Accounting

EMPLOYMENT STATUS: Full-time

FLSA STATUS: Hourly

POSITION SUMMARY: This position will maintain financial records, as well as function as payroll and benefit specialist. Responsible for a variety of bookkeeping, accounting, payroll and benefit tasks

ESSENTIAL FUNCTIONS:

1. General ledger accounting including journal entries and reconciliation.
2. Prepare monthly, quarterly and annual internal reports, as well as tax reporting.
3. Compile annual budget and prepare monthly budget reports.
4. Maintains company's system of accounts, book-keeps and records all company transactions and assets including annuity payments and deferred giving investments.
5. Responsible for tax compliance with all federal, state, and local corporate, payroll, and other applicable taxes.
6. Furnishes internal reports. Revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
7. Data input for accounting and purchasing activities to include: invoice processing, check writing, reconciliation of bank statements, credit card accounts, purchase orders, etc.
8. Maintain records of wills and deferred gifts.
9. Process weekly payroll, onboarding, status changes in HR/Payroll system and third-party benefit systems.
10. Enroll employees in benefits, reconcile monthly benefits invoices, provide customer support to staff and liaison with benefits vendors, etc.
11. Process changes to employee contributions to annuities and submit funds to account.
12. Interface with Worker's Compensation insurance carrier and employees concerning active claims.

EDUCATION, CERTIFICATIONS AND SPECIALIZED TRAINING: High school diploma or GED required, Bachelor or Master Degree in related field preferred.

EXPERIENCE REQUIRED: Minimum three (3) years related work experience required, five (5) preferred. Experience in a non-profit entity a plus.

JOB SPECIFIC SKILLS AND KNOWLEDGE: Competent in generally accepted accounting principles and journal entries. Proficiency in accounting software and Excel. Previous

experience working with financial software applications in other settings and ability and willingness to learn new applications if needed. Experience with computerized financial systems, Abila experience is a plus. Requires good mathematical, statistical, and reconciliation skills as well as a high level of accuracy and attention to detail. Must maintain high level of confidentiality of information at all times.

PHYSICAL REQUIREMENTS: Will include but not be limited to: sitting, standing, walking, climbing stairs, bending, kneeling, reaching, repetitive motion, using equipment requiring manual dexterity (10-key and/or computer), and lifting up to 25 lbs on occasion. Must possess good near-sight, far-sight, and non-color-blind visual ability as well as the ability to bring objects into sharp focus. Must hear clearly and distinctly and be able to read and write.

WORKING CONDITIONS: Must be able to perform the required job functions indoors, in a temperature-controlled environment either independently or within groups of people, in an organized and efficient manner, as required, under general supervision, whether fast-paced or steady in workflow.

MENTAL AND EMOTIONAL REQUIREMENTS: Must possess logical mental clarity and ability to reason for the purpose of various detailed tasks. Must be capable of working harmoniously within a diverse group of individuals, whether co-workers or partners. Must be able to understand, read and carry out verbal or written instruction. Must possess calm capabilities to multi-task and maintain deadlines in a sometimes fast-paced environment. Must be able to perform functions cooperatively, whether directed independently or as a team.

POSITION REQUIRES THE FOLLOWING

BACKGROUND CHECKS:

Criminal Credit MVR

TRAVEL:

Is Required Is Not Required

HOURS OF WORK AND ATTENDANCE: Monday - Friday, 8:00 AM -5:00 PM. Occasional evening and weekend work may be required.

LIFESTYLE: Must adhere to the Code of Honor for Oral Roberts Evangelistic Association.

NOTE: This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed. All employees could be required to perform tasks not listed on this description.