

Staff Accountant

Job Description

November 2022



General Description:

This full-time position with the United Methodist Foundation of Western NC, Inc. (“UMF,” “Foundation”) is responsible for day-to-day accounting operations and general support of the Financial Services Department. As this person will be privy to very sensitive information, the highest level of confidentiality is expected and required.

Primary Responsibilities (include, but are not limited to):

- General bookkeeping and related data entry including deposits, disbursements, and client account maintenance
- Pricing and bookkeeping for the Foundation’s investment fund management services
- Processing disbursement requests for managed fund clients
- Opening and closing accounts for managed fund clients
- Preparation (data entry) of tax returns for charitable trusts and nonprofit entities
- Loan servicing and file maintenance for the Foundation’s loan programs
- Answering clients’ basic questions concerning accounts, including account balances, annual distributions, deposits/withdrawals, etc.

Secondary/Backup Responsibilities

- Compiling and preparing reports and presentations for client meetings
- Processing loan applications
- Scanning, filing, and related maintenance of electronic records
- Drafting letters, emails, and miscellaneous correspondence
- Office telephone coverage
- Other duties as assigned by the supervisor

Minimum Qualifications:

- Associate’s Degree in Accounting or Finance
- 2+ years of related work experience
- Proficient computer and software skills, particularly with Microsoft Office Suite and QuickBooks
- Experience and proficiency with paperless workflow systems and software, particularly with Adobe Acrobat
- Ability to prioritize conflicting needs and demands of the job
- Demonstrated ability to follow through on projects to completion
- Demonstrated knowledge of basic accounting

Preferred Qualifications:

- Bachelor’s Degree in Accounting or Finance
- Experience with trust accounting software such as FIS Sungard
- Prior experience and/or direct knowledge of church ministries or similar 501(c)(3)s
- Demonstrated passion for nonprofit work

Requirements:

Work regularly scheduled hours of operation for the Foundation and as needed to complete responsibilities pertaining to the position. Support the mission of the Foundation to build the Church for generations to come. Abide by the guidelines of the UMF Employee Handbook as approved by the Foundation’s Board of Directors.