

**Berean Christian Church**  
**Dr. Kerwin B. Lee, Senior Pastor**

**Junior Finance Accountant**

Department: **Finance**  
FLSA Status: **Exempt**  
Class: **Full-time**  
Reports To: **Senior Accountant**

**Principal Role**

The Junior Finance Accountant reports directly to the Senior Accountant and will serve as a financial liaison for the Gwinnett campus by providing financial leadership as it relates to direct and proactive financial support in terms of accounts payable, reporting, budget support, performance analysis and operational financial analysis.

**Primary Responsibility**

The Junior Finance Accountant is responsible for:

- Assisting in the preparation of monthly financial reports and statements
- Counting one Sunday each month as the staff lead with count ministry
- Managing and entering weekly deposits into the accounting system
- Participating in the month-end close and the finance coverage schedules
- Posting journal entries to ensure all business transactions are recorded
- Processing large volume of A/P from multiple vendors for assigned entities
- Reconciling bank statements and comparing them to the general ledger
- Recording revenue-related data and expenditures in the ledger for entities
- Supporting special ad hoc projects pertaining to financial compliance
- Performing other duties as assigned by the Senior Accountant

**Preferred Requirements**

The ideal candidate for this position should possess at a minimum:

- Bachelor's degree in accounting, finance, business administration or equivalent work experience
- 4 - 5 years of experience in accounting or financial management
- Solid understanding of accounting and financial principles and practices
- Ability to prioritize and to multi-task in a fast-paced environment
- Effective writing and vocal communication abilities
- Knowledge of Sage Intact Accounting Software is a plus