

Portland Rescue Mission

Position Description for

G/L Accountant

Department: Finance Work Location: Administrative Office

Reports To: CFO Revision Date: May 30, 2008

Employment Status (check boxes as necessary)	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Tier-One
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Tier-Two
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call		
	<input type="checkbox"/> Volunteer			

Effective Date: May 30, 2008 Hours: From 8:00am To 5:00pm

General description of work: (short paragraph summary of general work to be performed)

The G/L Accountant reports to the CFO and is responsible for maintaining the integrity of the general ledger and related accounting systems, month and quarter end close, preparing journal entries, account reconciliation and validating transactions. Duties also include analyzing and reporting monthly financial results for multiple departments/divisions/entities, analysis of current month results versus prior period and budget, recording and analyzing revenue recorded to ensure proper GAAP accounting and ensuring compliance of financial data with PRM policies and internal controls.

Knowledge, Skills, and Abilities (points specific to the job)

- The successful candidate must have BS/BA in Accounting or Finance,
- 2-4 years experience in General Ledger accounting,
- Proficiency in MS Office applications,
- Excellent analytical, organizational, interpersonal and communication skills,
- Professional, positive attitude and strong work ethic with proven ability to work well under pressure
- Proven ability to work independently and manage multiple projects and deadlines.

Personal Attributes & Values:

- Able to provide a clear and biblical testimony of a personal experience of receiving faith in the Lord Jesus Christ as Savior
- Is a consistent witness for Jesus Christ
- Exhibits spiritual maturity as defined by traditional Biblical Standards

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- Desire to serve the Lord in the ministry of rescue, and have a pleasant, gentle, grace filled manner regarding people overall
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Conduct
- Possess and demonstrates excellent integrity
- Composed and professional
- Strong team player and self starter
- Ability to effectively handle multiple tasks as assigned

Equipment Used:

- Telephone, fax and voice mail
- Cell phone
- Computer
- Copier and related office equipment
- Calculator
- Vehicle

Dress Code: The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

Handbook: The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions, please contact the Human Resources Department (CFO).

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

Revisions: The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

Mission Statement: We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through Christian ministries.

About Portland Rescue Mission:

Since 1949, Portland Rescue Mission has provided **hope, transformation and total life recovery** for homeless people in our community. We offer much more than a meal and a helping hand. Our goal is total life recovery for every person to whom we minister. We provide spiritual transformation as well as education and job assistance to help people become a productive part of Portland's community.

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Employee acknowledgement:

I have received a copy of this job description

Signature

Date