

Title: Missionary Accountant

Job Description

Category: Full-time employees are expected to work 40 hours per week. Part-time employees are recommended to work 10-25 hours per week, not to exceed 40 hours. Flexible working hours throughout the week are available for both. Reports to the Director.

Location: Primarily remote work with the expectation that some travel will be involved to visit the missionaries we serve in the field.

Job Summary: The Missionary Accountant is responsible for handling the accounting needs of the ministries that Accounting Beyond Border's serves. This includes, but is not limited to, monthly financial statement preparation, financial data entry, donor contribution tracking, preparation of donor receipts, preparation of various reports for the boards of directors, budgeting assistance, analysis of internal controls, and reliable communication with the missionaries we serve. This position will utilize technical abilities with computer systems including a knowledge of QuickBooks. The Missionary Accountant is responsible for building and nurturing a strong relationship with our ministry partners and communicating clearly and consistently with the ABB team.

Compensation: As a Missionary Accountant, you will be required to support raise for a portion of your salary. Specific hourly & salary pay rates are communicated within a final offer letter.

Notable Qualifications:

- Personal confession of Christian faith in Jesus Christ and a commitment to the mission and vision of Accounting Beyond Borders.
- Degree in accounting or a related field. CPA designation is not required, but preferred.
- Highly organized with keen attention to detail and accuracy
- Strong work ethic and self-motivation
- Exceptional interpersonal skills
- Working knowledge of Excel and QuickBooks
- Preferred: Have an unexpired passport or be in the process of obtaining one