



Position Description for
Staff Accountant

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose, and lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Staff Accountant

Reports to: John Oldfield

Employment Status: Full Time – Non-Exempt - Hourly

3 Imperatives:

- Perform all accounting functions using **accrual-based accounting** in accordance with GAAP.
- Prepare and record journal entries, including monthly and year-end accruals.
- Maintain accurate general ledger activity across multiple funds or departments.

Summary of Position: The Staff Accountant is responsible for performing daily and monthly accounting functions using **accrual-based accounting** to ensure accurate financial reporting. This role supports the organization's financial operations through account reconciliations, accounts payable processing, budgeting assistance, and audit preparation. The ideal candidate is detail-oriented, organized, and experienced in nonprofit and multi-department environments.

Minimum Qualifications:

- Minimum **5 years of experience** in **accrual-based accounting**.
- Strong understanding of **accruals, pre-paids, and month-end close**.
- Demonstrated experience with **bank reconciliations**.
- Knowledge of **accounts payable best practices**.
- Experience supporting **budgeting, financial reporting, and annual audits**.
- Proficiency with accounting software and Microsoft Excel.

- Strong attention to detail, accuracy, and organizational skills.

Duties/Areas of Responsibility:

- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights and their biblical beliefs.
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God

Optional but Desired:

- Experience with **Shelby** or **ShelbyNext / Shelby Financials** accounting systems.
- Prior experience working in a **church, faith-based organization, or nonprofit** environment.
- Familiarity with fund accounting or multi-department financial structures.
- Understanding of donor-restricted funds and nonprofit reporting standards.

Outcomes Required:

- Office-based role with collaboration across administrative, ministry, and program teams.
- Occasional extended hours during budgeting or audit periods.