Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title | Job code | Grade level | Approval date
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Accountant.1 | 20352 | 90 | 05-16-2011

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This position is an entry level professional accounting position in which the incumbent applies accounting principles in working with specialized accounting records and reports and is responsible for assisting in the day to day maintenance of a complete and accurate general ledger and in preparing basic financial reports.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

An Accountant 1 performs accounting functions in a variety of different settings throughout the Church. In general, incumbents in this position perform the following types of functions:

1. Initiate general ledger file maintenance so that financial statement presentations will be accurate and meaningful.
2. Reconcile accounts, review reconciliations, and make sure that all outstanding items are properly cleared.
3. Prepare special studies and reports for departments and organizations as required.
4. Prepare journal entries and other adjustments to correct errors.
5. Analyze budget requests and explain any budgetary changes resulting from increased costs or changes in programs.
7. Review expenditures against budget and make necessary reconciliations, investigations, and correcting entries.
8. Assist in preparing various financial estimates and expense reports.
9. Draft correspondence to appropriate parties regarding any differences that require investigation or further action.
10. Review and monitor invoices submitted for payment which exceed certain dollar amounts as defined by policy.
11. Audit project accounts for compliance to policy and correspond with appropriate parties regarding the status of these projects.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

Bachelor’s degree in Accounting (or Finance or Business Management) is required. Incumbents must demonstrate a well-grounded knowledge of financial and accounting theory and a knowledge of generally accepted accounting principles preferred. No post graduate professional accounting experience is required for this position.