



JOB DESCRIPTION

Accounting Assistant

START: March 1, 2024 (flexible start and end)

LOCATION: The primary location of work will be based at the EMM Central Administrative Office in Lancaster, Pa.

AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):

The Accounting Assistant functions with authority from the Senior Accountant.

RESOURCES FOR THE JOB

Resources delegated to the Accounting Assistant include:

1. Personal compensation and benefits package: FTE: 50%
2. Budgeted amounts for Finance team support services.
3. Additional training as needed.

LIMITATIONS OF AUTHORITY

The limitations of authority for the Accounting Assistant are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the Accounting Assistant position (departmental budget limitations)

RESPONSIBILITY (OVERVIEW)

The primary responsibility of the Accounting Assistant is to assist with accounting services for Program - both long and short-term workers, and projects and relief for EMM.

AREAS OF RESPONSIBILITY

1. Oversee receipt operations. E
2. Assist with accounting services for Program - both long and short-term workers and projects. E
3. Oversee medical plans; long and short-term workers, and office workers. E
4. Initiate/create budgets for all EMM long and short term workers. E
5. Create a draft annual EMM Missionary Support Team (MST) financed budget with projections for the following year(s) and send to the Finance Director annually for the creation of the corporate EMM budget. E
6. Financial management E

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

KEY

E = Essential functions — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

O = Other functions — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

EXPECTATIONS OF RESPONSIBILITY

The expectations of the responsibility of the Accounting Assistant are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Accounting Assistant is expected to display the organizational values expressed in Christ's Transforming Love of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with office staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

A. MINISTRY COMMITMENTS

- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at weekly chapel (50%). E
- Periodically lead Finance team times of prayer. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days (50%). E
- All staff who are 50% FTE or more will participate in the two week Launch training within two years of employment (preferably during the first year). E

B. CHURCH AFFILIATION

- Active member in a Christ-centered, mission minded congregation with preference to Anabaptist communities. E

C. ATTENDANCE OF EVENTS

- All salaried staff are expected to attend EMM corporate events and at least one session of the LMC Celebration of Church Life.

D. PHYSICAL

- This position requires that a person have sight and hearing. E

ACCOUNTABILITY

A. SUPERVISION/ACCOUNTABILITY

- The Accounting Assistant will be supervised by and accountable to the Senior Accountant for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Senior Accountant is accountable to the Accounting Assistant for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the Accounting Assistant responsibility.

B. WORKING RELATIONSHIPS

- This person will be part of the Finance Team and will be working with:
 - i. The Senior Accountant
 - ii. The Finance Director

- iii. Human Resources Administrator
- iv. MST Coach
- v. Strategic Coaches
- vi. Regional Representatives
- vii. Long and short-term workers

QUALIFICATIONS

A. JOB EXPERIENCE

- Several years of accounting experience is preferred. O

B. EDUCATION

- This position requires a high school diploma. E
- This position requires an accounting degree or willingness to work towards such. E

C. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, & reading English. E

D. CROSS-CULTURAL EXPERIENCE

- One to two years of cross-cultural experience is preferred. O

E. PERSONALITY AND PERSONAL STRENGTHS

- Good relational and communication skills (verbal and written)
- Proficient in EXCEL and Word
- Knowledge of GAAP (Generally Accepted Accounting Principles)
- Work with minimal supervision
- Knowledge of accounting software
- Understanding of foreign exchange rates and related issues in budget preparation
- Awareness of cost of living indices and inflation factors in budget preparation
- Willingness to learn health care laws and how they affect overseas workers on assignment and on home leaves.
- Willingness to learn of EMM Program and policies
- Ability to multitask
- Ability to manage time well