



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

STAFF ACCOUNTANT I JOB DESCRIPTION

DEPARTMENT: Operations

REPORTS TO: Controller

STATUS: Full-time (40 hours)

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Staff Accountant I performs accounting duties, with minimal supervision, in a full accrual, fund-based accounting environment related to bank deposits, contributions, accounts payable and disbursements, accounts receivable, expense reports, support of annual audit and annual budget preparation, and assistance to the Controller.

ESSENTIAL JOB FUNCTIONS

- Process incoming cash/checks and make twice a week bank deposits of contributions and other funds
- Perform accounts payable functions through Accounting Seed, which includes coding, inputting, verifying, and paying all invoices in a timely manner based on due dates and availability of funds; working closely with Controller for invoice disbursements and fund withdrawals; manage vendor and invoice approvals communications.
- Perform accounts receivable functions through Accounting Seed, which includes coding, inputting, verifying, and reconciling billings and communications with Treehouse Partners team.
- Perform expense report functions by downloading the monthly corporate credit card statements, processing them into Excel spreadsheets, distributing spreadsheets to staff and

- coding the transactions into Accounting Seed.
- Assist with collecting and reconciling money received at events; provide timely reporting and analysis of events and other projects.
- Assist in annual audit and annual budget preparation, as needed.
- In cooperation with Staff Accountant II in processing month-end functions, as needed.
- Perform other duties and responsibilities as assigned by Controller.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Bachelor's degree in Accounting
- Two to three years of experience in Accounting or Finance
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in Microsoft Office products (Word, Excel)
- Proficiency in Sales Force or Accounting Seed (preferred)
- Strong analytical problem-solving aptitude with creative solutions, ability to organize work with large amounts of information sufficiently, manage multiple projects and deadlines simultaneously with strong attention to detail
- Ability to effectively and professionally communicate, both in writing and verbally, with sound judgement and confidentiality and work with individuals at all levels of the organization while providing excellent customer service
- Self-motivated with ability to meet deadlines independently and as part of a team
- Desire to continue learning and improving skill sets with willingness to be flexible and adaptable to change