



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

SENIOR ACCOUNTANT

DEPARTMENT: Operations

REPORTS TO: Controller

STATUS: Full Time (40 hours per week)

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday, Regular Business Hours plus Event Participation. Working in the office (PTC) will be required 2 to 3 days per week.

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 Senior Accountant performs transaction oriented accounting duties in a full accrual, fund-based accounting environment related to general ledger, reconciliations, month-end close and preparation of financial reports in Salesforce and Accounting Seed as well as assisting Controller with other projects.

ESSENTIAL JOB FUNCTIONS

- Serve as a leader within the Accounting team, modeling accuracy, timeliness and good stewardship while maintaining a culture that values relationship
- Work in partnership with other Staff Accountants to process month-end functions in Salesforce and Accounting Seed through reconciling revenues, recording journal entries, balance sheet reconciliations, and production of monthly financial statement
- Generate reports for Senior Functional Leadership and Board of Directors at the direction of Controller and other Senior Functional Leaders
- Assist with drafting and updating procedures for Accounting Seed and Salesforce
- Support fundraising events, when needed
- Perform other duties and responsibilities as assigned

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
- Must have an Associate degree or higher in Accounting or Finance
- Must have a minimum of two years of experience with Salesforce
- Proficiency in software skills in Microsoft Office products (Excel, Word) and Gmail Suite (Google Docs & Google Drive)
- 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 work as a team and as an individual contributor
- Ability to handle confidential and sensitive matters
- 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

PREFERRED

- Knowledge of GAAP and Accounting in Non-Profit environment
- Knowledge of Accounting Seed (Accounting System under Salesforce)