



# TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

## STAFF ACCOUNTANT

DEPARTMENT: Operations

REPORTS TO: VP of Finance

STATUS: Full time (40 hours per week)

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday, regular business hours plus event participation. Working in the office, known as the Program and Training Center (PTC), will be required two to three 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 seven 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 II will be responsible for managing multiple accounting duties in a full accrual, fund-based accounting environment. Main priorities are to balance general ledger accounts, record journal entries, prepare month-end reporting and financial statements, as well as assisting with bi-weekly payroll processing and annual budgeting. The ideal candidate must know how to read and prepare financial statements, analyze financial data, and possess technology savviness and understanding of systems and processes.

## ESSENTIAL JOB FUNCTIONS

- Responsible for processing and recording daily and monthly donations received from fundraising and community events
- Reconcile and balance general ledger accounts, bank statements and credit card statements, endowment account, restricted/unrestricted fund accounts and net asset accounts
- Process month-end functions in Accounting Seed (a Salesforce product) by posting revenues from Salesforce to Accounting Seed, recording journal entries, and producing financial statements for management
- Partner with HR Manager for the execution of bi-weekly payroll in Howard Simon which includes

updating time off requests, benefit changes, and pay increases; and processing corresponding bi-weekly journal entries and quarterly payroll reconciliation

- Assist in preparing the twice-a-week cash projection/liquidity plan
- Assist with preparing the annual audit, completing the form 990, processing compliance reporting of financial records, and reviewing of internal controls
- Assist in preparing the annual budget for accuracy and completeness
- Perform other duties and responsibilities as assigned by VP of Finance

## 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 a bachelor's degree or higher in accounting or finance
- Must have three+ years of experience in month-end accounting cycles and processes
- Must have one+ year(s) of working in a non-profit organization
- Must have good understanding of GAAP accounting
- Above-average 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, and 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 ability to work with individuals at all levels of the organization while providing excellent customer service
- Desire to continue learning and improving skill sets with willingness to be flexible and adaptable to change

## PREFERRED

- Knowledge of Salesforce, Accounting Seed and Howard Simon