



# TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

## **STAFF ACCOUNTANT 2**

DEPARTMENT: Operations

REPORTS TO: VP of Finance

STATUS: Full-time (40 hours/week)

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday, typical business hours (8:30 a.m. – 5 p.m.); event staffing as needed. Flexible work schedule. Working in the Program and Training Center (PTC) will be required two-three days per week.

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## **ABOUT TREEHOUSE**

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to diversity, equity and inclusion (DEI), and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization, currently serving more than 3,000 teens annually across more than 50 sites in 10 states.

## **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 2 will be responsible for managing multiple accounting duties in a full accrual, fund-based accounting environment. Main priorities will be 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, analyzing financial data, and possesses 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/Salesforce through posting revenues from Salesforce to Accounting Seed, recording journal entries, and production of 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, 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 review 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
- Bachelor degree or higher in Accounting or Finance
- Minimum of three years of experience in month-end accounting cycles and processes
- Minimum of one year of working at a non-profit organization
- Must have good understanding of GAAP Accounting
- Above-average in software skills in Microsoft Office products (Excel, Word) and Google 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
- 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