

CAREER OPPORTUNITY

Are you interested in a challenging, growth-oriented career opportunity? As a public policy partner of Focus on the Family, Family Policy Alliance advances biblical citizenship, equips and elects statesmen and women, promotes pro-family policy and serves an effective alliance, all committed to a common vision of a nation where God is honored, religious freedom flourishes, families thrive and life is cherished.

Family Policy Alliance considers every position one of ministry and a valued part of our team. Therefore, it is essential that all team members have a personal relationship with Jesus Christ and fully subscribe to our Statement of Faith, Foundational Beliefs, Vision, Mission, Strategy, Shared Values and be able to demonstrate their sense of calling to work in a ministry that engages in the American system of government to affect the outcome of public policy, elections and culture for Christian values and families.

Family Policy Alliance is seeking candidates for the part-time position of **Staff Accountant** who will perform all accounts payable (A/P) tasks, banking activities, and manage the accounts receivable (A/R) process. Duties will also include assisting in the areas of monthly financial reporting, annual audit preparation, and all other Accounting for Family Policy Alliance (C4), Family Policy Foundation (C3), and Family Policy PAC.

Qualifications include:

- A mature Christian faith and fully supportive of Family Policy Alliance's Statement of Faith and Foundational Beliefs (see www.familypolicyalliance.com/careers/).
- Bachelor's degree in Accounting or Business and at least two to three years accounting related experience required. Prior working knowledge of Salesforce/Luminate CRM and Financial Edge desired. Strongly prefer experience in a multi-entity organization.
- Demonstrated desire to work in a ministry which engages in the American system of government to affect the outcome of public policy, legislation, elections and culture for Christian values and families.
- Maintain the accounting system structure (COA, project numbers, software updates, etc.)
- Update and test all report templates as changes are made to the chart of accounts.
- Perform all A/P processing and A/R invoicing functions (current system: Financial Edge - FE).
- Deposit into bank accounts all cash donations and administrative checks.
- Review all expense reports for completeness and accuracy.
- Assist with bi-weekly payroll submission and reporting.
- Assist with month end closing journal entries as required.
- Manage the corporate purchase card program.
- Complete balance sheet account reconciliations monthly.
- Assist in the preparation of annual financial audit and tax returns (Form 990s).
- Maintain accounting and bookkeeping records and files in a neat and orderly manner.
- Manage the completion and filing of multiple state Sales and Use Tax reports as well as oversee the outsource of charitable solicitation registration and renewal process and vendor-partner.
- Ability to work in a collaborative, team-centered environment, with a flexible, accommodating attitude in support of our small ministry. Able to redirect work priorities and assignments as needed, based on the chance to seize opportunities and increase ministry impact. Ability to handle stress associated with changing priorities and multiple tasks.
- Strong work ethic, results oriented and committed, with a strong desire to grow and learn. Detail oriented and systematic.
- Computer systems (e.g., MS Office suite, Luminate CRM/Salesforce) aptitude required and experience strongly preferred.
- Location: Colorado Springs, Colorado office; no relocation assistance is available for this position.

Family Policy Alliance has been certified as a 2019 Best Christian Workplace. If you are interested in this opportunity, please submit your cover letter stating the reasons you would like to work for Family Policy Alliance along with your resume to Betsy McCall, betsy@reisagroup.com with a copy to Christi Panter, christi@reisagroup.com. The Reisa Group, Inc.

(www.reisagroup.com) is a search vendor retained by Family Policy Alliance.