

**Title:** Accountant  
**Type:** Full-time and Salaried  
**Location:** Western Pennsylvania  
**Reports to:** Executive Director

**About Heaven’s Family:**

*Heaven’s Family* is an innovative, evangelical Christian organization dedicated to disciple-making and community development around the world. Our programs address a range of physical needs, like safe water and food, and spiritual needs, like evangelism and discipleship. If you feel called to use your gifts to serve Jesus and love “the least of these” (Mt. 25:31-46), we encourage you to join the family at *Heaven’s Family*.

**Job Summary:**

*Heaven’s Family* seeks an accountant who desires to use their skills to advance Jesus’ kingdom. Candidates must have a Bachelor’s Degree in Accounting and at least two years of experience. While a concentration or certification in nonprofit, management, or project accounting is preferred, candidates with related experience are welcome. The accountant will lead the financial apparatus of this $2.7 million 501c3 nonprofit, scaling it to align with *Heaven’s Family’s* growth strategy. We seek a solutions-oriented, motivated professional. They must have strong time management skills, excel at independent and collaborative work, and be committed to excellence in all they do.

This opportunity involves remote work and up to two workdays in Punxsutawney, PA each week.

**Responsibilities:**

The following is a summary of the key responsibilities for this position and not an exhaustive list.

Financial Leadership

* Contribute to the decision-making processes of department leaders by providing financial data and analysis.
* Provide management to accounting staff.
* Engage in capacity building for ministry partners.

Financial Management

* Provide overall financial management for *Heaven’s Family* including payroll, accounts payables and receivables, reconciliation of accounts, and performance of other tasks.
* Develop and maintain internal controls and accounting processes and procedures.
* Manage the external audit processes and prepare reports as per stewardship and compliance requirements.

Program Responsibilities

* Review and ensure the accuracy, completeness, and timeliness of financial reports submitted by local partners.
* Conduct periodic audits and assessments of field partners’ financial records to ensure compliance with the organizational requirements.
* Develop and implement accounting guidelines and provide capacity building for local partners to ensure consistency and compliance with organizational policies.

**Applicant Profile:**

 Must have a Bachelor’s Degree in Accounting - a CPA or an MBA is not required but is a plus.

 Must have 2+ years of experience with accrual accounting.

 Must stay informed and in compliance with GAAP and applicable federal, state and local laws.

 Be proficient with QuickBooks, Google Suite, Microsoft Office, and other accounting software.

 Must have experience or willingness to learn Salesforce operations for analysis and reporting.

 Be willing to travel internationally up to once a year.

**Compensation:**

* Starting Pay: $58,000.00 - $62,000.00
* Benefits: Healthcare stipend, Matching retirement plan
* Workplace: Hybrid (remote/office), Flexible work hours
* Paid Time Off: 20 days and 9 holidays annually

**How To Apply:**

Send your resume to: **HumanResources@HeavensFamily.org**