



BCM INTERNATIONAL, INC MINISTRY DESCRIPTION

TITLE: Senior Accounting Specialist

DEPT: Finance

SUPERVISOR: VP of Finance

FLSA STATUS: Exempt

DATE: November 20th, 2025

Ministry Description Summary - The Director of Accounting leads and oversees the general financial management of the organization and oversees the day-to-day accounting of the ministry. They assist and collaborate closely with the Vice President of Finance, U.S. based camp directors, and fellow finance teammates to ensure fiscal responsibility and visionary stewardship in a global, digital age.

I. Role Responsibilities

1. Strategic Leadership - Lead and prepare accurate records and financial statements for regular information for executive leadership.
 - 1.1. Supervise: Accounting Team
 - 1.2. Develop systems and prepare the monthly bank reconciliations for all bank accounts.
 - 1.3. Oversee the maintenance of investment records and preparation of adjusting entries as needed to reflect the investment transitions.
 - 1.4. Analyze transactions and prepare adjustments as needed for the finance holding accounts.
 - 1.5. Assist Vice President of Finance in monthly preparation of organizational financial statements as directed.
2. Tax, Regulatory Filings, Audits – Collaborate with the VP of Finance for timely and accurate filing of tax, regulatory filings, and audits.
 - 2.1. Assist in preparation for annual audit.
 - 2.2. Assist the Payroll Coordinator with managing relationships with various federal, state, local payroll tax authorities as needed.
 - 2.3. Assist with preparation of regulatory filings and annual self-audits of Workers Compensation data.
 - 2.4. Assist with preparation of monthly PA Sales Tax filings.
 - 2.5. Assist with special analyses as requested by supervisor.
3. Accounting Oversight – Strategically lead, analyze, update, and maintain allocations and journal entries.
 - 3.1. Analyze and maintain Prepaid Insurance schedules including appropriate allocations to applicable ministries and programs.
 - 3.2. Maintain Fixed Assets records and prepares the monthly Depreciation Expense journal entries.
 - 3.3. Prepare the monthly interdepartmental receivables/payables journal entries and reconciles the balances monthly.
 - 3.4. Performs other duties as assigned by the Vice President of Finance.

4. Coordination with U.S. based Camps and Committees – Coordinate the accurate recording of Camp and Committee financial transactions on a regular basis.
 - 4.1. Prepare or review the recording of camping and retreat revenue for all camps.
 - 4.2. Prepare adjusting entries for fuel inventories as needed.
 - 4.3. Assist camp staff in reconciling store deposits and corresponding inventory.
 - 4.4. Assist camp staff in recording and analyzing Camp Accounts Receivable, due from third party and cash transfers.
 - 4.5. Supervise entry of camp credit card transactions and the reconciliation of the open balances.
 - 4.6. Assist camp staff in recording Camperships and Discounts granted to summer campers and prepare the adjusting entries to record the Release of Net Assets related to Campership Funds.
 - 4.7. Coordinate the recording of donations Deposited at Camp working closely with the Development staff.
 - 4.8. Assist Vice President of Finance in monthly preparation of organizational statements as directed.
5. Serve as primary back-up for the Payroll Coordinator.
 - 5.1. Train on the Paycom Human Resources system to be able to prepare both a monthly payroll and bi-weekly payroll as needed.
 - 5.2. Serve as a resource to staff and managers on navigating the Paycom system.
 - 5.3. Assist the payroll Coordinator in preparing and processing standard and custom reports in Paycom.
 - 5.4. Assist Vice President of Finance in analyzing payroll issues as directed.

II. General Responsibilities

- Maintain an intimate walk with the Lord Jesus Christ through spending regular time in prayer, Bible study, reflection, meditation and seeking to walk in obedience.
- Regularly attend Prayer/Devotional Time and Monthly Day of Prayer.
- Attend required departmental/management/staff meetings.
- Perform duties in a cooperative and efficient manner.
- Collaborates With: Vice President of Finance, US Camp Directors, International Ministry Center colleagues

III. Qualifications

- An identifiable salvation experience.
- A pattern of spiritual development characterized by prayer, Bible Study, and regular attendance to a local church and involvement in a church ministry.
- An ability to articulate a holistic philosophy of spiritual formation in the life of the Christ follower and the ministry leader.
- An earned master's degree within relevant area of experience with CPA credentials preferred.
- Working knowledge of Microsoft 365, Outlook e-mail, and the ability to adapt to new technologies for communication and education purposes.
- Strong organization, prioritization, and communication skills and the ability to work effectively and professionally with others as described under Ministry Relationships.
- Ability to perform the Role Responsibilities of the position with or without a reasonable accommodation.

- An understanding of the commitment to the mission, theological position, and ministry praxis position of BCM International.
- I-9 and approved background checks fulfilled as required by law.
- Highly effective verbal communication and interpersonal skill with coworkers to establish working relationships that foster harmony, accurate sharing of information, and a positive working environment.
- Attention to detail and corporate finance experience preferred.

IV. Physical conditions

Requires walking, kneeling, bending, reaching, stooping, standing, and lifting a maximum of 10 pounds. May require flexible hours.