



Staff Accountant

ABOUT PULSE

Launched in 2006 by Nick Hall, Pulse is a leading global evangelistic ministry on mission to reach the lost and unleash young evangelists. Living at the intersection of live events and digital efforts, Pulse exists to bring the message of Jesus to the pulse of a generation by all means possible, through the ministry of Nick Hall and a team of emerging evangelists.

POSITION OVERVIEW

This position serves as the core financial anchor of Pulse, managing and assisting with nearly all financial activities and maintaining the organization's financial information and documentation.

Core Competencies at Pulse

- Great communication skills that will benefit you and your internal and external relationships.
- An ability to serve well on a team but also comfortable working independently.
- Teachable and able to pick up on new ideas, processes, and procedures quickly.
- Able to balance the overall goals and objectives while also paying meticulous attention to detail.
- Organized and able to plan and manage multiple projects simultaneously.
- Willing to take initiative when you see a task that needs to be done.
- Digital knowledge, experience, or ability to learn technology (we use MacOS) and systems for project management, event planning, and CRM.
- Servant heart and attitude, ready to help wherever and whenever needed.

Essential Responsibilities for this Role

- Administer financial systems for Pulse including Sage Intacct and Expensify.
- Perform day-to-day financial activities including processing of invoices and payment requests.
- Perform month, quarter, and annual closing activities including bank and credit card reconciliations.
- Prepare semi-monthly payroll processing and assist in payroll system administration.
- Retain and manage all financial documentation.
- Prepare annual financial audit and 990 information.
- Coordinate all relevant tax filings.
- Assist with other finance activities as needed, including budgeting and reporting.
- Assist with other H.R. and administrative activities.

Additional Responsibilities

- Personal and team development opportunities presented by Pulse leadership.
- Assisting and performing all other duties as assigned.
- Traveling may be required.

Experience and Education Ideal for this Role

- Degree in Accounting or a related field (B.A. or B.S.).
- Proficiency in Microsoft Excel.
- Preferred: Experience with Cloud-based Accounting Software.
- Preferred: Experience in Nonprofit Accounting.

People at Pulse...

- Follow Jesus, live faith-forward, and are in agreement with the Pulse mission, [and Core Values](#).
- Are passionate about evangelism and make it relevant to all.
- Pursue and exceed objectives, going for excellence, not easy.
- Model Christian integrity and are hard workers with grit.
- Show agility by adapting and reassessing new situations quickly.
- Are good stewards of our resources, maximizing our time, talent, possessions, and wealth.
- Prioritize the diversity of “every tribe, tongue, and nation” (Revelation 7:9) on our team.