



Position Description

Title: Accountant

Date Prepared: 5/24/2017 **FLSA Status:** N/A – Missionary Position **Full Time:** ● Yes ○ No

Baptist Haiti Mission Baptist Haiti Mission exists to glorify God by proclaiming His gospel, strengthening His church, equipping His saints, and demonstrating His love. For over 70 years it has ministered to the people of Haiti with the goal of seeing the country transformed by the gospel. The primary ministry focus is theological education and instruction at all levels which is accomplished through an extensive network of churches, schools, and training facilities. A 76-bed hospital and various economic development programs further serve the Haitian populace.

Job Summary:

The Accountant will help to support all bookkeeping and administrative activity for BHM under the supervision of the Field Director.

Values:

- **Gospel:**
 - Remains committed to an intimate walk with Christ through personal devotion and regular fellowship with a body of believers
 - Displays the Gospel through integrity in business and accounting practices, especially in the areas of doctrine and evangelism
- **Relationships:**
 - Displays a commitment to strong relationships with all BHM staff
 - Has a leadership philosophy that is one of servant leadership
- **Excellence:**
 - Displays a willingness to work 40+ hours/week – according to the need - and exceed expectations
 - Remains available to reporting staff and team members

Essential Job Functions:

- Maintain a robust spiritual life and gospel witness, and willingly disciple and fellowship members of the BHM staff and community.
- Provide bookkeeping, accounting and administrative support to the mission.
- Assist in the development of annual budget.
- Coordinate the submission of budget and financial information to the U.S. Home office.
- Assist in maintaining compliance with all accrediting organizations.
- Ensure regulatory compliance and authorizations with all applicable government agencies.
- Develop and maintain proactive relationships with key stakeholders in Haiti, the US and Canada.

Qualifications:

- The person in this position should be thoroughly committed to BHM's mission and have proven leadership, coaching, and relationship management experience.
- The person in this position should be willing to immerse him/herself and family in the culture of the Haitian people. This could include: extended trips into the provinces, time spent studying the history and recent developments of Haiti, etc.
- The person in this position should be committed to becoming fluent in Haitian Creole.
- The person in this position should have a Bachelor's Degree in Accounting, Finance or Business Management.
- The person in this position should have exceptional written and verbal communication skills; be diplomatic with public relations; and be winsome and passionate with donors and supporters.
- The person in this position must be able to raise required support for salary and costs in country.
- The person in this position should affirm and hold to the 2000 Baptist Faith and Message.

Work Environment:

- The person in this position will work in a self-directed and collaborative mission-field environment.
- This position will usually work in an office environment.
- This position may occasionally call for travel in and around Haiti (to include remote areas), and occasional trips to the U.S. as necessary.

Supervision:

- The person in this position will report to the Field Director and/or his appointed representative.