



1628 VALWOOD PARKWAY
CARROLLTON, TX 75006
www.ghcdallas.org

QuickBooks Online (QBO) Bank & GL Reconciliation Accountant

Global Harvest Church, 1628 Valwood Pkwy #104, Carrollton, TX US 75006

Classification: Volunteer | 5 Hours Weekly | Remote-Friendly

Reports To: Finance Director

Position Overview

Global Harvest Church is seeking a detail-oriented QuickBooks Online (QBO) Bank & General Ledger Reconciliation Accountant responsible for ensuring the accuracy and integrity of financial records through regular reconciliation and ledger review.

This role focuses on bank, credit card, vendor, and general ledger account reconciliation, identifying discrepancies, preparing supporting documentation for corrective adjustments, and recommending improvements to the church's finance and accounting processes.

The ideal candidate will possess strong proficiency in QuickBooks Online, nonprofit accounting principles, and financial reporting, while maintaining high attention to detail and operational integrity.

Key Responsibilities

Bank & Credit Card Reconciliation

- Perform monthly reconciliation of all bank and credit card accounts in QuickBooks Online to ensure financial records match external financial statements.

General Ledger Reconciliation

- Review and reconcile general ledger accounts to maintain accuracy and ensure proper account classifications.

Vendor & Account Review

- Monitor vendor-related transactions and account balances to identify inconsistencies, missing documentation, or incorrect postings.

- Prepare supporting documentation and journal entries necessary to correct discrepancies identified during reconciliation reviews.

Financial Reporting

- Generate and review financial reports in QuickBooks Online to ensure financial data integrity and support leadership oversight.

Budget Support

- Assist leadership in preparing and monitoring annual church budgets.

Process Improvement

- Proactively recommend improvements to accounting procedures, reconciliation workflows, and internal financial controls.

Compliance

- Ensure financial records and reporting practices comply with generally accepted accounting principles (GAAP) and nonprofit accounting standards.

Required Qualifications & Skills

QuickBooks Online Expertise

- Strong proficiency in QuickBooks Online, including automated rules, integrations, external interfaces, and customized financial reporting.

Reconciliation Experience

- Demonstrated experience performing bank, credit card, vendor, and general ledger reconciliations.

Accounting Knowledge

- Solid understanding of accounting principles and nonprofit financial management, including fund accounting and 501(c)(3) compliance.

Analytical & Detail-Oriented

- Exceptional attention to detail with the ability to identify inconsistencies, reconcile discrepancies, and maintain accurate financial records.



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Communication Skills

- Ability to communicate financial findings clearly and provide actionable insights to church leadership.

Mission Alignment

- A genuine appreciation for the mission and ministry of Global Harvest Church, with sensitivity to the church community and values.

Applying for the Position

Applicants should apply by sending a resume to jobs@ghcdallas.org with the words "QuickBooks Online (QBO) Bank & GL Reconciliation Accountant" in the subject line.

Please include the following in your submission:

- Cover letter and resume
- Personal testimony and ministry vision statement
- 3 appropriate references