



18909 SOUTH MILES RD
WARRENSVILLE HTS., OH 44128
P: 216.332.9673 | F:216.365.0128
WWW.WORDCITY.ORG

STAFF ACCOUNTANT POSITION DESCRIPTION

POSITION TITLE

Staff Accountant, Full-Time

JOB SUMMARY

The Word Church is seeking an experienced Staff Accountant who is highly motivated and detail oriented to provide a superior standard of service to internal staff and external vendors. The Staff Accountant must be able to multi-task while maintaining a pleasant temperament and professional demeanor.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Prepare all expense entries for bank reconciliations
- ✓ Oversee petty cash management (review w/Jr. Accountant)
- ✓ Scrub financials weekly (expenses)
- ✓ Support various ministries in accounting-related functions
- ✓ Record expenses
- ✓ Prepare financial reports (monthly, quarterly, annually)
- ✓ Assist Sr. Accountant with monthly sales tax prep (if needed)
- ✓ Work with external auditors
- ✓ Prepare journal entries (daily, weekly, monthly – according to check list)
- ✓ Assist with preparation of financial reports (if needed)
- ✓ Assist with chart of accounts setup (if needed)
- ✓ Review trial balance (monthly)
- ✓ Review aging report
- ✓ Ensure all documents are received for benevolence requests
- ✓ Assist, as needed, with other minor accounting duties (of Sr. Accountant/Jr. Accountant)

GENERAL QUALIFICATIONS

- ✓ 5+ years of professional accounting experience
- ✓ Bachelor's degree in accounting, finance or relevant field
- ✓ Experience with MS Office and relevant computer software (knowledge of ACS is a plus)
- ✓ Strong attention to detail
- ✓ Strong verbal and written communication skills
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings with the ability to:
 - Work under pressure in an ever-changing environment
 - Manage time wisely to meet fast-approaching deadlines

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to twcemployment@wordcity.org, or by postal mail with attention to: TWC Employment.