



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

SENIOR ACCOUNTANT POSITION DESCRIPTION

POSITION TITLE

SENIOR ACCOUNTANT, Full-Time

JOB SUMMARY

The Word Church is seeking an experienced Senior Accountant who can combine excellent analytical skills with a high-level knowledge of Accounting Principles. The ideal candidate will be able to collaborate with the management and accounting team while maintaining a pleasant temperament and professional demeanor.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Ensure compliance with GAAP principles
- ✓ Partner with Director and Operations manager to maintain and strengthen internal controls
- ✓ Support various ministries in accounting-related functions
- ✓ Verify, allocate, post and reconcile accounts payable and receivable
- ✓ Produce and present error-free accounting reports
- ✓ Oversee accountants & payables staff
- ✓ Participate in Budget process
- ✓ Spot errors and suggest ways to improve efficiency and spending
- ✓ Direct month-end and year-end close process
- ✓ Oversee petty cash management (review w/Accounts Payable)
- ✓ Analyze financial information and summarize financial status
- ✓ Review and recommend modifications to accounting systems and procedures
- ✓ Direct internal audits to ensure compliance

GENERAL QUALIFICATIONS

- ✓ 7+ years of professional accounting experience
- ✓ Bachelor's degree in accounting, finance or relevant field (Master's preferred)
- ✓ In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- ✓ Hands on experience with accounting 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.