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.