

WEST HOUSTON CHINESE CHURCH

JOB DESCRIPTION

TITLE: Staff Accountant

REPORTS TO: Executive Minister/Pastor

**RELATES
CLOSELY WITH:** Pastoral Team, Support Staff, Treasury deacon

HOURS: Full-Time

OBJECTIVE: The role of the Staff Accountant is to provide professional level bookkeeping, and accounting services to church members and church staff.

RESPONSIBILITIES:

Provide support to the Executive Minister/Pastor in all aspects of the accounting process including, but not limited to the following:

- Oversee and perform all financial operations related to WHCC including contributions, accounts payable, accounts receivable, payroll and 1099, general ledger, annual budget, cash management, and compliance with applicable federal, state and city filings, laws and regulations.
- Ensure weekly contributions to general fund and donor designated funds are recorded.
- Enter all invoices submitted for payment, cut checks, submit for signatures, and prepare for mailing on a timely basis.
- Prepare donor communications e.g. quarterly/annual giving statements.
- Balance checking account and investment accounts and submit reconciliation to treasurer for signature.
- Prepare monthly reports for the Church Council and individual ministry teams and year-end financial reports for annual meeting.
- Develop and maintain financial systems and policies to ensure effective stewardship of church resources.
- Submit to the church treasurer and executive minister a listing of all checks written during the month.
- Provide long-term planning, forecasting and modeling of trends and strategic initiatives.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Oversee and perform all financial operations related to the church's non-profit arm including contributions, accounts payable, accounts receivable, payroll and 1099, general ledger, annual budget, cash management, and compliance with applicable federal, state and city filings, laws and regulations.
- Perform other necessary and related work as may be assigned.

SKILLS/QUALIFICATIONS:

1. Must be a born-again Christian
2. A minimum of a bachelor's degree in accounting from an accredited educational institution. A CPA is preferred.
3. Practical experience in fund-based accounting and account reconciliation with at least two years' accounting operations experience preferably with a church or nonprofit organization.
4. Bilingual Chinese and English (verbal, writing, typing) preferred.
5. Demonstrated advanced proficiency in computer skills including MS Word, Excel, accounting software (e.g. Quickbooks), and donor database software (TouchPoint ChMS).

6. Attention to detail and precision in account reconciliation and report generation.
7. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
8. Must be a forward-thinking individual with a desire to help the team win through increased organizational effectiveness
9. Personal integrity and self-motivation in the fulfillment of ministry.
10. Maintain a servant's heart and a cooperative team spirit with staff, volunteers and congregation
11. Willingness (teachable) to learn new technology and other skills
12. Regular church attendance is required (attendance at WHCC is preferred)