



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

ACCOUNTANT

SUMMARY

You will be part of the team responsible for ensuring APC's financial matters are maintained in perfect order with impeccable integrity. You will work under the leadership of the Senior Pastor and external stakeholders and execute assigned accounting functions to maintain APC's financial health and ensure proper usage of donor contributions for the extension of God's Kingdom through the work and ministries of APC.

VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. You will serve in fulfilling this vision among the local church community.

SCOPE

You will be part of the accounting team supporting APC's operations from Bangalore, and across all its ministries across India.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

The responsibilities of the Accountant role include but are not limited to the following:

- Execute accounting and finance-related tasks assigned, including payroll processing and other periodic financial activities.
 - Maintain the cost accounting system, financial documents, records, and supporting documentation of the organization.
 - Compile, analyze, reconcile, and report financial data accurately and in a timely manner.
 - Maintain accurate and up-to-date financial records for all organizational transactions.
 - Track and process payments to internal and external personnel, vendors, consultants, and other entities.
 - Manage payroll processing, ensuring salaries, reimbursements, deductions, and other employee-related payments are processed accurately and on time.
 - Work closely with internal administration to ensure all purchases and procurement requirements are completed in a timely manner and follow the required financial processes.
 - Coordinate with ministry leaders during events regarding event budgets, registration amounts, advance payments, expenses, and financial reconciliations.
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- Prepare and monitor budgets for events and other organizational activities, ensuring expenditure remains within approved budgets.
 - Ensure all cheques, challans, payment instructions, and related documents are prepared accurately and in a timely manner for payments.
 - Ensure Church offerings are counted on time and deposited to Banks in a timely manner.
 - Manage vendor agreements and service contracts, ensuring all required agreements are signed, updated, and properly documented before disbursement.
 - Track vendor payments and ensure payments are processed within agreed timelines and in accordance with approved terms.
 - Ensure financial processes and internal controls are consistently followed across purchases, payments, reimbursements, advances, and other financial transactions.
 - Coordinate with external stakeholders, including vendors, consultants, banks, auditors, and other relevant parties, to ensure timely financial transactions and accounting compliance.
 - Ensure accounting and financial activities comply with applicable statutory requirements, organizational policies, accounting standards, and internal financial controls.
 - Monitor financial transactions and identify gaps, discrepancies, or process issues, and work with relevant teams to resolve them promptly.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- BSc/BA in Accounting, Finance, B.Com, or relevant field (master's degree in finance or relevant field preferred).
- Must have prior experience working in an NGO or a religious trust like APC.
- 2+ years of professional experience and familiar with accounts payable, receivables, internal audits and reporting functions, with in-depth understanding of cash flow management, bank reconciliation and bookkeeping.

MANDATORY KNOWLEDGE & SKILLS REQUIREMENTS

- Accounting: Core Bookkeeping & Financial Management, Voucher Creation, Bank Reconciliation, etc. and skilled working with Tally Prime 7.1
 - Indian Taxation & Statutory Compliance.
 - Administration: Payroll, Expense Claims, TDS & TCS Processing, Vendor Payments, Financial Reporting & Analysis, etc.
 - Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.).
 - Knowledge of data analysis and forecasting models.
 - Solid analytical and decision-making skills.
 - Leadership abilities.
 - Detail-oriented.
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ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.



GENERAL INFORMATION

ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ centered fellowship, caring and serving each other in love as the assembly of God.

As an **equipping center** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfil God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit filled churches who can impact their regions for the Kingdom of God.



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The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

YOUTUBE: <https://youtube.com/allpeopleschurchbangalore>

WEBSITE: <https://apcwo.org/live>

Our other websites and free resources:

CHURCH: <https://apcwo.org>

FREE SERMONS: <https://apcwo.org/resources/sermons>

FREE BOOKS: <https://apcwo.org/books/english>

DAILY DEVOTIONALS: <https://apcwo.org/resources/daily-devotional>

JESUS CHRIST: <https://examiningjesus.com>

BIBLE COLLEGE: <https://apcbiblecollege.org>

E-LEARNING: <https://apcbiblecollege.org/elearn>

COUNSELING: <https://chrysalislife.org>

MUSIC: <https://apcmusic.org>

MINISTERS FELLOWSHIP: <https://pamfi.org>

CHURCH APP: <https://apcwo.org/app>

CHURCHES: <https://apcwo.org/ministries/churches>