



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

JUNIOR 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 accountant 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 Junior Accountant role include but are not limited to the following:

1. Execute accounting and related tasks assigned by the Senior Accountant.
2. Maintain the cost accounting system, documents, and records of the organization.
3. Compiling, analyzing, and reporting financial data.
4. Maintaining accurate financial records.
5. Track payments to internal and external personnel/entities.
6. Work closely with internal administration to ensure all purchases are being done on timely manner.
7. Coordinate with ministry leaders during events, for registration amounts and advance payments.
8. Ensure all cheques, challans are prepared on timely manner for payments.
9. Ensure Church offerings are counted on time and deposited to Banks on timely manner.
10. Ensure all vendor service agreements are signed before disbursement.
11. Ensure all approvals are received before any disbursement.



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QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- BSc/BA in Accounting, Finance, or relevant field (master's degree in finance or relevant field preferred).
- 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.

KNOWLEDGE & SKILLS REQUIREMENTS

- Proficiency in accounting software (TallyPrime).
- 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.

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. For more information about All Peoples Church & World Outreach, please visit: apcwo.org

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!
