



## **Accountant**

### **SUMMARY**

As an Accountant at APC, you will be responsible for the accounting and financial aspects of APC.

### **RESPONSIBILITIES**

Your work will typically involve the following:

- Carry out day-to-day financial tasks - vendor payments, reimbursements, filing of supporting documents.
- Carry out monthly tasks - such as payroll, professional payments, rent payments, PT, PF, and TDS.
- Coordinate for purchasing, after approvals have been received from appropriate ministry heads in writing.
- Coordinate with ministry leaders during specific events for budgets, advances, payments at end of event.
- Weekly bank deposits, bank reconciliations.
- Work with outside services for tax preparation, auditing, banking, and other financial needs as necessary.
- Track the organization's financial status and performance to identify areas for potential improvement.
- Research and analyze financial reports and identify ways for minimizing financial risk.
- Provide insightful information and expectations to leaders to aid in long-term and short-term decision making.
- Review financial data, prepare budgets, monthly and annual reports.
- Stay up to date with technological advances and accounting software to be used for financial purposes.
- Establish and maintain financial policies and procedures for the company. Understand and adhere to financial regulations and legislation.
- Other duties as the financial needs of the organization expands.

### **REQUIRED SKILLS AND QUALIFICATIONS**

- Advanced or Bachelor's degree in accounting, finance, or a related field.
- Several years of experience in a finance role; superior mathematical skills;
- Leadership skills and experience; employee management.
- Understanding of data privacy standards; solid communication skills, both written and verbal; public speaking skills
- Understanding of good business principles and practices;
- Superior attention to detail; organizational skills
- Planning skills; research skills; analytical skills, critical thinking skills; problem-solving skills; computer skills



- Multi-tasking abilities
- Integrity, honesty.

#### **ADDITIONAL RESPONSIBILITIES**

- At APC we are continuously growing and expanding. Hence additional responsibilities will be added as we progress.
- Be able to work under pressure and meet deadlines.
- Be prepared to work long hours if required.

#### **OPPORTUNITIES**

- Depending on your skills, calling and interest, you will have the opportunity to:
- Travel and serve on APC Missions
- Teach at APC Bible College
- Minister at Sunday services and Weekend Schools
- Volunteer at APC

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.