



Enhancing Trust

Evangelical Council for Financial Accountability

440 West Jubal Early Drive, Suite 100 • Winchester, VA 22601

Staff Accountant

Position Description

The staff accountant serves to advance Christ's call to fulfill the Great Commission by encouraging and supporting the efforts in fulfilling the mission of ECFA.

Duties and Responsibilities:

1. Serves in ECFA's office in Winchester, VA
2. Reviews membership applications to determine completeness and compliance with ECFA standards, summarizing and documenting open issues
3. Reviews annual membership renewals to determine completeness and compliance with ECFA standards, summarizing and documenting open issues
4. Assists in communicating with applicants and members
5. Available for periodic travel to conferences and for other ECFA purposes
6. Performs other duties

Qualifications:

- A personal belief that Jesus Christ died to save you from your sins and full agreement with the ECFA Statement of Faith
- Understanding of, and passion for, the evangelical community
- A lifestyle of character and integrity consistent with Christian principles
- Understanding of nonprofit accounting and financial statements
- Knowledge of ECFA and the ECFA Standards a plus
- CPA or pursuing CPA and experience in the nonprofit environment a plus
- Professional in tone and effective through all forms of communication
- Exemplary personal and professional integrity with a sense of high motivation
- Effective and respectful style of work ethic and relationship building, including exercising flexibility, openness, and responsiveness to the ideas of others
- A sense of humor and good attitude
- An accounting degree from a four-year college and 0-4 years of experience

540-535-0103 • 800-323-9473 • fax: 540-535-0533 • web: ECFA.org • email: info@ECFA.org

Please request an application from Marsha Miller, Executive Assistant to the President at marsha@ecfa.org. Please include a cover letter identifying how you meet these qualifications and a copy of your resume.

ECFA is an evangelical religious organization and this position will require candidates to assist in determining the evangelical nature of organizations in certain situations therefore only members of the evangelical community will be reviewed for this position. ECFA is otherwise an equal opportunity employer.