

Position Description: Staff Accountant

The staff accountant serves to advance Christ's call to fulfill the Great Commission by encouraging and supporting the efforts of the ECFA Compliance Team Lead in fulfilling the mission of ECFA. The staff accountant reports to the Compliance Team Lead and works closely with other staff as needed. The focus will be on executing a variety of financial procedures, including month-end and year-end closings, bank reconciliations, general ledger entries, forecasting and budgeting.

Duties and Responsibilities:

1. Part-time position, working in the office in Winchester, VA.
2. Assist the Compliance Team lead in compiling financial statements
3. Assist in monthly financial reports and year-end closings
4. Perform monthly bank reconciliations
5. Perform general ledger entries
6. Assist in budgeting and forecasting
7. Performs other duties as assigned by the Compliance Team Lead.

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, passion for, and identity within the evangelical community.
- A lifestyle of character and integrity consistent with Christian principles.
- Understanding of nonprofit accounting and financial statements.
- High proficiency in dealing in computer based work environment, including proficiency in Microsoft programs (Outlook, Excel, Word), QuickBooks, keyboard speed and general computer use.
- Strong mathematical and analytical skills
- 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.
- An accounting degree from a four-year college and a minimum of 5 years' experience in an accounting or related field.

Please send application to info@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.