



Staff Accountant

Position Summary:

The Staff Accountant will perform a variety of accounting functions, including end of month accounting entries and bank reconciliations for New Life Church and Renton Christian School, preparation of financial reports, chart of account maintenance and corporate credit card account processing.

Direct Lead:

Finance Manager

Director:

Business Pastor, Keith Kidwell

Position Details:

- Primary workstation located at Renton Campus.
- Status: Part Time Hourly

Required Skills:

- Strong attention to detail with a financial mindset.
- Strong written and verbal skills.
- Excellent organizational focus and customer service skills.
- Judgment to plan, prioritize, and organize a diverse workload in a fast-paced environment.

Responsibilities:

- Prepare month end journal entries such as Shared Services, Building Use, Cash in Transit and Depreciation.
- Reconcile Crossfund and other GL accounts and make necessary entries.
- Prepare monthly workpapers of balance sheet accounts.
- Reconcile bank statements for church and school.
- Review and upload monthly corporate credit card processing via Expensify.
- Prepare and submit payment for quarterly Excise taxes.
- Maintain current chart of accounts for church and school.
- Assist with annual independent audit.
- Assist with preparation of financial statements as needed.
- Collaborate effectively and efficiently with finance office team and other staff members.

Other Qualifications and Expectations:

- Minimum 2-3 years accounting experience.
- Advanced user of Excel and financial management software.
- Experience or familiarity with not-for-profit accounting practices.
- Experience with ACS, Paylocity and Expensify valuable, but not required.
- Be a Christian believer in good standing with your local church or a core New Lifer.