

Trinity Junior Accountant

Basic Function: The Junior Financial Accountant is responsible for a full range of accounting services from preparation of monthly journal entries, general ledger updates, budgeted financial statements, etc., to the administration of accounting functions. This position also serves as the liaison to the Executive Council, mid-management staff, senior staff, ministry partners, and members on financial operations information.

Requirements: This position requires a Bachelor's Degree in Accounting, plus two (2) year's related accounting work experience and knowledge of automated accounting and accounts payable experience. The incumbent must also possess a thorough knowledge of the principles and practices of accounting, budgeting, and forecasting, computer literacy, and their application to business practices. Plus, the ability to solve problems comprehensively and timely along with good written and oral communication skills is essential

Additionally, the incumbent must be able to work with minimum supervision and must possess the ability to perform required duties with a team or individually with initiative, good judgment, accuracy, persistence, creativity, integrity, tact, and courtesy. In addition, the incumbent must be able to define problems, collect data, establish facts, and draw valid conclusions. The incumbent must also be able to interpret an extensive variety of technical instructions and apply concepts such as fraction, percentages, ratios, and proportions to practical situations. Good interpersonal skills and the ability to comprehend and follow written and verbal instructions are necessary as well.

Work Schedule: The Accounting Coordinator shall general work forty (40) hours each week in accordance with the schedule personally arranged, and mutually agreed to with the Chief Financial Officer. Attendance at Church meetings and the carrying out of duties and responsibilities in excess of 40 hours is part of, and inherent in this job.

Working Conditions: This position works in a clean, well-lighted area. This position is not susceptible to job hazards. Additionally, this position does not require any unusual or excessive physical exertion.

Confidentiality: Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, team members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment.

Job Description Disclaimer: The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by TUCC staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

To Apply: Please complete the online job application, you must login or register for the system by clicking on the following link: [Junior Accountant Posting](#). Please note recent versions of Chrome and Firefox update automatically. If you are using Internet Explorer, please update to the latest version for best results.