



Job Vacancy Announcement

Position: Payroll/Accounts Receivable Accountant

Job Type/Classification: Part-time, hourly, non-exempt

Currently Hybrid/Remote

ABOUT LIVING WORD INTERNATIONAL CHRISTIAN CHURCH

Living Word International Christian Church (LWICC) is a multicultural, intergenerational church located in Silver Spring, Maryland. LWICC is a mission minded, Spirit-filled community that is Jesus believing, Bible teaching, people equipping and evangelizing. We are a church focused on fulfilling its mission of being the Apostolic Center in our region and to other parts of the world.

Job Description

Position Summary

The Payroll/General Ledger (GL)/Accounts Receivable (AR) Accountant will be responsible for processing the bi-weekly payroll, all aspects of time and attendance, and benefits for all LWICC employees through an automated and integrated platform. Working about 20 hours per week, the Payroll/GL/AR Accountant, in collaboration and under the supervision of the Controller will also be responsible for the day-to-day maintenance of the general ledger, accounts receivable and cash receipts for the church and childcare center.

Essential Duties

Payroll Management/General Ledger

- Timely and accurate processing of bi-weekly payroll with correct tracking and updating of time and attendance records.
- Recordkeeping and reporting
- Processing voluntary and involuntary deductions
- Preparing and posting payroll related accounting journal entries
- Preparing special reports for management and other departments
- Reviewing changes in exemptions, insurance coverage, savings deductions
- Directing the production and issuance of paychecks or electronic transfers to bank accounts
- Managing worker's compensation and annual reporting to insurance company
- Adhere to LWICC's biblical doctrine and standard policies and procedures.
- Performing monthly reconciliation of key balance sheet accounts
- Posting manual journal entries and adjusting entries as needed
- Assisting with monthly financial reporting to the Board of Trustees and other ad hoc reporting projects
- Assisting with annual budget preparation
- Working with the external auditor for annual financial audit

Accounts Receivable

- Processing incoming funds
- Recording offerings and other revenue
- Processing online donations and other cash receipts
- Posting the appropriate accounts receivable related journal entries
- Performing regular reconciliation across multiple platforms
- Submitting the weekly bank deposit
- Preparing regular and ad hoc management reporting
- Assisting with monthly financial reporting
- Assisting with annual budget preparation
- Assisting third-party audit team

Qualifications, Knowledge and Skills

- Bachelor's degree in accounting, finance or equivalent education/certification
- Minimum of three years related experience preferred
- Experience in QuickBooks or other accounting software
- Proficient in the use of Excel, for the purposes of data analysis and reporting
- Comfortable with the use of online cash receipts and reporting systems
- General working knowledge of accounting principles
- A committed and growing follower of Jesus Christ, able to serve alongside others with spiritual maturity, honesty, integrity, and wisdom
- Affirmation of LWICC's values, vision and purpose
- Able to maintain strict confidentiality
- Outstanding technical expertise and with keen attention to detail
- Willing to learn and serve
- Ability to work independently as well as in a team environment

Requirements: Applicants must submit a cover letter and resume. Email documents to jobs@lwicc.org.

NOTE: *This vacancy announcement conveys the scope, qualifications, and duties of this role; however, it is not an exhaustive list of the responsibilities or working conditions.*