

## **Job Description of Accounting Officer (part time, 12 hours/week on average)**

The Evangelical Free Church of Australia (EFCA) is seeking a highly capable and versatile Accounting Officer to support the pastoral team and the congregation in the core mission of disciple-making.

### **The Role**

Accountable to the Senior Pastor, the Accounting Officer would prepare the church accounts under the instruction of the Treasurer and the Financial Secretary of the Deacons Board. Tasks include

1. Treasury Functions
  - a. Accounts Payables Management
    - i. Maintain documentation for reimbursements
    - ii. ensuring all invoices / reimbursement claim forms are properly settled before deadlines
  - b. Accounts Receivables Management
    - i. reconciling with bank for offerings deposited
    - ii. administering offertory receipts issuance process
    - iii. preparing preliminary reports of offertory received for past weeks for weekly bulletins of all worship services
    - iv. administering invoicing to personal users of the church's premises and/or office equipment
  - c. Payroll Management
    - i. payroll and related payments
    - ii. assisting the management of Exempt Benefit Scheme for pastoral staff
  - d. Banking
    - i. To be the Church's first contact & liaison point with the bank
  - e. Insurance
    - i. administering insurance renewals including premium payment
    - ii. liaising with insurance broker and insurance company
    - iii. provide the Certificate of Currency upon request for external activities booking
  - f. Superannuation
    - i. administering superannuation schemes for staff including timely payment into staff's superannuation accounts
    - ii. making available documentations to staff on superannuation amount deposited
  - g. Other Treasury-related Duties
    - i. liaising with Treasurers of all the Ministry Teams and training them, if required, with the proper discharge of their respective treasury duties
    - ii. maintaining proper filing system and archive for all treasury work
    - iii. assisting the Treasurer and the Financial Secretary for any other treasury duties that may be assigned by them

## 2. Accounting Function

- a. Accounting System - To process financial transactions using Xero accounting package
- b. Reports - to prepare financial reports as requested
- c. Annual Reports - To prepare annual financial statements for approval of the Board and the supervision of publication of these reports in the Church's Annual Report
- d. Audit - To coordinate with the auditors for the interim and final audit
- e. Taxation - To work with the Treasurer on the income tax calculations and filing of income tax returns of all employees of the Church and the filing of the Quarterly Business Activity Statement (BAS)
- f. Other accounting duties that may be assigned by the Treasurer and the Financial Secretary

### Key Selection Criteria:

- Must be a mature, baptised Christian with a strong commitment and belief in the teachings, values, and mission of the Church
- Appropriate accounting experience e.g., payroll, accounts payable and bank reconciliation and experience with accounting software, preferably Xero
- Written, verbal and interpersonal communication skills in English and Chinese
- Demonstrated ability to maintain confidentiality and professional discretion
- Demonstrated initiative and self-motivation with a service orientation
- Highly organised, including demonstrated ability to prioritise and meet deadlines across multiple concurrent tasks
- A high level of computer literacy, including experience using the Microsoft Office suite softwares
- Strong in attention to details
- Intercultural communication skills
- Demonstrates a welcoming and inclusive attitude towards others
- Flexible and willing to jump in wherever needed

Only those who have current Australian work rights will be considered for this position.

Application deadline: 22 February 2022

Send application letter addressing the selection criteria and a copy of your CV to [hr@efca.org.au](mailto:hr@efca.org.au)

Enquiries: Louise Law (email [hr@efca.org.au](mailto:hr@efca.org.au) )