

Job Title: Part-Time Accountant

Location: Austin Chinese Church, Austin, TX

Job Type: Part-Time

Reports To: Church Coordinating Pastor or Administrative Pastor

Position Summary:

The Austin Chinese Church is seeking a detail-oriented and experienced Accountant to manage the church's financial records. The Accountant works under the direction of the church Finance Deacon. The ideal candidate will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring compliance with all relevant laws and regulations. This role is vital to the financial health and transparency of the church.

Key Responsibilities (the following responsibilities are expected initially but can change over time):

Financial Record Keeping and Reporting:

- Maintain accurate and complete financial records using the church's accounting software (currently, Quick books and Approvalmax).
- Developing and managing financial systems and policies.
- Maintain accurate and up-to-date records of all financial transactions.
- Record and reconcile weekly offerings, donations, and other income, issuing receipts as necessary.
- Ensuring the accuracy of financial documents and compliance with laws and regulations
- Assist in the preparation of the financial audit and respond to auditor inquiries.
- Assist annual budget process by preparing financial trend and forecasting data.

Payroll Compliance & Administration:

- Ensure compliance with all payroll-related federal, state, and local regulations and requirements.
- Coordinate/oversee payroll functions.

Compliance and Policies:

- Ensure compliance with all church financial policies and procedures.
- Maintain knowledge of current accounting standards and regulations applicable to non-profit organizations and churches.
- Assist with audits, providing necessary documentation and information.

General Administrative Duties:

- Assist in the preparation and distribution of annual giving statements to donors.
- Support fundraising activities by providing financial data and analysis.
- Perform other administrative tasks as required by church leadership.

Qualifications:

Education:

- Bachelor's degree in Accounting, Finance, or a related field preferred.

Experience:

- Minimum of 2-3 years of bookkeeping or accounting experience, preferably in a non-profit or church setting.

Skills:

- Proficiency in accounting software (e.g., QuickBooks).
- Strong knowledge of the different types of Google drive files, particularly Google spreadsheet.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Good communication skills, with the ability to work collaboratively with church staff and volunteers.

Other Requirements:

- Understanding of and commitment to the mission and values of Austin Chinese Church.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Bilingual skills in English and Chinese (Mandarin or Cantonese) are preferred but not required.

Working Conditions:

- Part-time position, approximately 15 hours per week. The working hours may increase when church growth requires.
- Flexible working hours, with some availability required on weekends or evenings.

Application Process:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to personnel@austinchinesechurch.org . Applications will be reviewed on a rolling basis until the position is filled.