



ACCOUNTING MANAGER

Job Summary

Zion Church is a movement, helping people become committed followers of Christ by Meeting God, Growing Closer to Him, and Serving Him across various locations and technologies. Zion reaches thousands of people at our locations in Landover, MD, Fort Washington, MD, Woodbridge, VA, and our online ICampus. Zion Church serves the local metropolitan area community and serves internationally through global missions in Haiti, Dominican Republic, Kenya and Myanmar.

Zion Church is seeking an experienced Accounting Manager to join our finance team in our Lanham, MD administrative offices.

Responsibilities and Duties:

The Accounting Manager will oversee and coordinate financial reporting, accounts payable/receivable processing, bank reconciliations, tax return preparation, general ledger maintenance, information returns, annual audits, and supervise a Junior Accountant and financial administrative team.

In addition, this individual will be responsible for:

- Troubleshooting and resolving accounting issues
- Working with the CFO on treasury management and wire transfers
- Preparation of journal entries and processing of online income
- Preparation of 1099 statements and donor contribution statements
- Accounting and deposit of offering collections
- Assisting with budget preparation and management reports
- Financial analysis and financial reporting

Qualifications:

- Bachelor's degree with 8 to 10 years of accounting and /or finance experience, CPA preferred
- Supervisory experience
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Experience in church ministry a plus
- Proficient computer skills in Microsoft Excel, Word, Outlook and Quickbooks
- Excellent organizational skills with the ability to plan, coordinate, prioritize and adhere to deadlines

Other Requirements: Must work on Sundays

Job Type: Full-time

Education: Bachelor's degree in Accounting or Finance, CPA preferred

Job Location: Lanham, Maryland

How to Apply:

Applicants should send a cover letter and resume outlining how they meet the specific requirements of the position to info@zionchurchonline.com by **May 31, 2018**, the position closing date.

***While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

****Please note the selected candidate will be required to submit to [any special requirements e.g., criminal records check].*