



## Position Description

**Title:** General Accountant

**Supervisor:** CFO

**Department:** Finance

**Schedule:** Monday – Thursday  
9:00 am – 2:00pm

### **Job Description**

This position works to aid and support the Controller, process monthly financial reporting including contributions, accounts receivable, accounts payable and other various financial transactions as well as implement and follow best practices.

### **Characteristics:**

- Strong relationship with Jesus Christ
- Ability to prioritize and multi-task projects and assignments, use good time management skills in a fast-paced environment, sometimes under pressure, meet deadlines, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism
- Highly organized, detail oriented and self-motivated
- Strong problem solving and analytical skills
- Shows initiative and is goal oriented
- Demonstrates attention to detail
- Able to evaluate and make decisions
- Maintains confidentiality and trust in all situations

### **Qualifications:**

- Desirable to have 4+ years of experience in accounting field
- Bachelor's degree in accounting, finance, or business administration is a plus
- Experience with general ledger packages and financial reporting
- Strong written and verbal communication skills
- Advanced knowledge of Microsoft Outlook, Word, Excel, PowerPoint
- QuickBooks experience is a plus

### **Primary Responsibilities (include but are not limited to):**

- Prepare, process and manage contributions
- Prepare and process payables ensuring required supporting documentation is maintained
- Prepare asset, liability, and designated fund account entries
- Compile, analyze and maintain organized account information
- Reconcile balance sheet accounts to supporting documentation monthly
- Reconcile financial discrepancies by collecting and analyzing account information
- Prepare, recommend and implement improvements to processes and procedures
- Maintain financial security by following internal controls
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends
- Special projects as needed
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

Completed applications should be emailed to Elizabeth Hull ([Elizabeth.Hull@believerschurch.org](mailto:Elizabeth.Hull@believerschurch.org)) or a hard copy delivered to the church office. Please attach a cover letter and your resume.

**Believers Church**  
6801 Bridgeway Drive, Suite A | Suffolk, VA 23435  
(757) 488-7541

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for, Believers Church?  Yes  No  
If yes, please give date: \_\_\_\_\_

### Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

**Employment History**  
(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?     Yes     No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?  
 Yes\*     No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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**Church Activity**

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

**References**

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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*Non-Discrimination Statement*

Believers Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

*Employment At Will*

Employment with Believers Church is “at will” and not by contract either expressed or implied. This means that if you become employed at Believers Church, both you and the church are free to terminate the employment relationship at any time.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Believers Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Believers Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

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Signature

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Date