



**Organization:** Vox Church  
**Location:** Branford, CT  
**Department:** Finance  
**Role:** Senior Accountant  
**Reports to:** Assistant Controller  
**Start date:** Immediate

Vox Church is looking for a highly motivated and talented individual to join our growing organization. The Senior Accountant will serve as a critical contributor and support the Finance Department within a fast-moving environment. The Senior Accountant will work closely with the Assistant Controller and alongside other Finance department personnel. This role is responsible for the timely and accurate completion of all financial functions including bank reconciliations, general ledger maintenance, accounts payable, cash flow management, federal and state compliance, among other duties. The ideal candidate for this position has a team-player attitude, is eager to learn and grow their skills, and thrives in a fast-paced environment. Previous professional experience in an accounting role is preferred, however for the right candidate, less or no experience out of college may be considered. If you are passionate about growing the Kingdom in New England and feel you are the right fit for our team, we look forward to hearing from you!

#### Responsibilities:

- Prepare and maintain accounting records to assess accuracy, completeness, and conformance to reporting procedural standards
- Prepare monthly bank reconciliations and review daily cash activity for multiple entities
- Perform monthly credit card reconciliations, gathering necessary information from cardholders in order to properly post transactions to GL
- Process accounts payable, incoming invoices, and vendor file maintenance
- Perform reconciliations of cash, AP, and other accounts as needed
- Assist in month-end procedures - booking accruals, maintaining asset schedules (fixed assets, prepaids), etc.
- Oversee approval process of expenses for all Vox Church locations
- Reconcile accounting ledgers for payroll accounts on a monthly basis to ensure that clearing accounts are reflected accurately
- Responsible for accurate and timely filings required for the town, state, and federal government
- Communicate with members of different departments across all campuses, donors, as well as external vendors

- Assist finance department in year-end audit conducted by external auditors
- Monitor outstanding checks to ensure vendors are receiving payments in a timely manner
- Develop, implement, modify, and document recordkeeping and accounting systems
- Maintain financial security by following internal controls and financial policy
- Assist management with ad hoc projects
- Perform other duties as assigned

Experience & Requirements:

- A minimum of 2-5 years of accounting experience (preferred)
- Bachelor's Degree in Accounting (preferred)
- Familiarity with bookkeeping and accounting procedures
- Able to work with a minimum of supervision while understanding the necessity for communication and coordinating work efforts with other staff and organizations
- Proficient in Microsoft Office - emphasis on Microsoft Excel
- Highly motivated to grow their skills
- Exceptional work-ethic
- Efficient data entry and processing skills
- Accuracy and attention to detail
- Highly organized and able to transition easily between various tasks
- Ability to meet established deadlines
- Excellent written and verbal communication skills
- Maintain confidential information
- Experience in Sage Intacct accounting system is a plus
- Potential need to upgrade skills in order to meet changing job conditions

Please apply for this role by visiting [www.voxchurch.org/jobs](http://www.voxchurch.org/jobs) and clicking on the "Senior Accountant" posting.