



Department: Finance

Start date: When Filled

Job title: Staff Accountant

Reports to: Dave Casey

Hours: Onsite, Full-time (40 hours/week)

Finance Responsibilities:

- Enter financial data into QuickBooks
- Enter website reports and reconcile daily
- Process bills and deposits for the organization
- Import bank records weekly
- Process monthly reconciliations
- Troubleshoot financial entries
- Provide solutions to financial issues efficiently
- Oversee company credit cards
- Assist Director of Business and Finance with annual audit and 990 prep
- Produce and file 1099s annually
- Work in tandem with the Director on daily financial duties
- Special projects and additional duties as necessary

Requirements:

- Travel- 5% or less

Qualifications:

- Bachelor's degree, business field preferred
- Experience as a Full Charge Bookkeeper or Accountant
- Proficiency in QuickBooks, Microsoft Word and Excel
- Detail oriented, efficient, relational and team-player
- Proactive in work and communication
- Ability to maintain confidentiality in all facets of work
- Full agreement with the mission of CCEF

Please send resume and cover letter to Jill Butler, Human Resource Specialist, jbutler@ccef.org.

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.