

We are looking for an **Accounts Executive**

**Main Responsibilities:**

Reporting to the Church Treasurer for all finance related matters and administratively to the Church Office Manager, the Accounts Executive’s role and responsibilities are:-

1. Prepare monthly financial reports of Church & Kindergarten including statement of income and expenditure, financial position including analysis against budget and prior year.
2. Maintain the books and accounting records of PMC including the day-to-day journal entries.
3. Prepare & distribute the required reports to the Treasurer/Finance Committee/Executive Board
4. Administer the accounts payable function to ensure payments are made in a timely manner as in accordance with the Finance Manual including preparing payment vouchers and cheques.
5. Update, manage and maintain fixed assets records.
6. Assist with the collection of pledges and offering and banking in cash/cheques.
7. Process expense claims including cash to ensure claims are properly authorized.
8. Reconcile bank statements.
9. Monthly payroll processing and preparation of IR8A
10. Interface with external auditors for the annual audits of Church & Kindergarten.
11. Assist with the annual budget exercise and consolidate the budget to the Finance Committee.
12. Assist in statutory reporting and other adhoc finance related matters as and when required.

**Requirements:**

1. Preferred candidate should have minimum 3 years relevant work experience and holds at least a polytechnic Diploma in Accounting.
2. Familiar with Charities Accounting Standard is preferred.
3. Able to handle full set of accounts, including payroll.
4. Familiar with ACCPAC accounting system.
5. Willing to work on Sunday.

Please send your resume & a recent photograph, stating expected salary to the Pastor-in-charge to:

**Pentecost Methodist Church**
4 Pasir Ris Drive 6
Singapore 519420

or
email: pentecost@pmc.org.sg

We regret that only shortlisted applicants will be notified.