



WORLD EVANGELICAL ALLIANCE

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W. worlddea.org
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Job Title: Accounting Manager

Employment-Type: Full-time, M-F 8am-5pm, 40 hours per week

Category: Accounting

Salary: Negotiable

Advertisement Content:

World Evangelical Alliance is seeking an Accounting Manager in New York to: prepare monthly financial statements and business activity reports for management and the board, including the review of the bookkeepers work, entering any adjusting journal entries and performing and bank reconciliation statements; monitor financial details to ensure that legal reporting requirements are met; direct the budgeting process including working with various departments/ Commissions /Initiatives / Task Force Groups by compiling the budget and present it to management and the board; approve expense payments by signing checks and/or approving wire payments; review company financial reports and seek ways to reduce costs; prepare work papers for external auditors; assist and advise management in financial decision making, and conduct e-mail correspondence.

Require Bachelor's degree in Accounting. Applicant should send cv and three references to hr@worlddea.org.

