

Admin cum Accounts Assistant

Admin cum Accounts Assistant is primarily responsible for maintaining the financial records and providing administration support for the smooth flow of ministries at MCI. She/he works closely with the Office Administrator ("OA") and reports directly to her.

RESPONSIBILITIES

A. Administration

1. Handle walk-in / telephone / email / mail enquiries.
2. Maintain the Schedule of Booking of rooms.
3. Prepare weekly bulletins.
4. Prepare materials for Church programs and events.
5. Purchase office stationery and refreshments for meetings and events.
6. To accept any additional duties as requested by the Pastor's Office or Office Administrator.

B. Finance

1. Count cash and cheques received over the previous week together with the OA.
2. Bank in cash and cheques.
3. Prepare cheques and payment vouchers.
4. Post receipts and payments into the accounting software.
5. Prepare and post monthly journal entries.
6. Prepare monthly bank and other reconciliations.
7. Print and file full set of monthly financial statements.
8. Prepare schedules and supporting documents.
9. Assist in the preparation of schedules for auditors.
10. Assist with queries from internal & external auditors.

QUALIFICATIONS

1. Aligned to organizational values and mission
2. Proficient in Microsoft Office
3. A team player with good interpersonal skills
4. Teachable, proactive, and versatile
5. Willing to take on new challenges
6. Certificate or Diploma in accounting and/or relevant experience will be an advantage.

Please send your resumes or enquiries to chrisgoh@mci.org.sg. You can also post your resume to Methodist Church of the Incarnation, 31 Teck Whye Lane, Singapore 688798