



JOB DESCRIPTION | ACCOUNTING ADMINISTRATOR

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a talented and creative individual to fill an immediate full-time position on our Accounting team. The ideal candidate will have 2-3 years experience in accounting or administration and preferably has an associate's degree. We are looking for a highly motivated self-starter who can manage multiple projects with short deadlines with little supervision. The Accounting Administrator works within the Accounting Department to support the other financial staff by performing basic accounting duties. This role reports directly to the Assistant Project Accountant.

Skills & Responsibilities for the Accounting Administrator include but are not limited to:

PREFERRED SKILLS

- Expert in Google Doc, Google Sheets, Excel, and Powerpoint
- Excellent research abilities and note-taking skills
- Basic accounting skills, experience as QuickBooks administrator preferred
- Self-starter who takes initiative with very little supervision or direction
- Excellent communication skills
- Able to multitask and meet deadlines for time-sensitive requests
- Extremely organized with the highest attention to detail
- Incredibly hospitable

DUTIES & RESPONSIBILITIES

- Prepare deposits and process payments
- Create financial reports
- Assist with budget planning

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- Prepare and submit tax forms
- Complete special projects assigned by the Assistant Project Accountant
- Maintain financial databases and spreadsheets
- Clerical duties for the accounting department
 - File paperwork
 - Data entry
 - Scan documents