



## EAST OHIO CONFERENCE OF THE UNITED METHODIST CHURCH

### Senior Accountant

The East Ohio Annual Conference of The United Methodist Church announces a search and invites applications for the position of **Senior Accountant**. The Conference seeks an experienced and detail-oriented accounting professional to support its mission by maintaining financial integrity through accurate reporting, analysis, and stewardship. The ideal candidate will demonstrate strong technical accounting skills, sound judgment, and the ability to collaborate effectively with Conference staff, local churches, and external partners.

The East Ohio Conference is committed to supporting local churches and extending the mission of The United Methodist Church. The Senior Accountant plays a key role in ensuring responsible fiscal management, strengthening internal controls, and advancing financial practices that uphold transparency and accountability.

The Senior Accountant is responsible for maintaining accurate general ledger records, preparing financial statements, supporting treasury functions, and contributing to budget development and audit processes. This position also provides guidance to local churches, assists with benefits and property-related transactions, and ensures compliance with Conference policies, The Book of Discipline, and GAAP. The position reports to the Executive Director, Financial and Administrative Services.

#### **Key Responsibilities:**

- Maintain accurate and thorough general ledger records, including posting journal entries, reconciling accounts, and preparing schedules for internal and external reporting.
- Prepare monthly, quarterly, and annual financial statements and support the presentation of financial information for committees and leadership teams.
- Assist with treasury functions, including cash flow monitoring, investment activity tracking, and bank reconciliation processes.
- Support the preparation of the annual apportioned budget through data collection, historical analysis, and forecasting.
- Work with outside auditors to support year-end audit requirements, including preparation of audit schedules, documentation, and explanations.
- Evaluate financial trends and variances, prepare supporting analysis, and make recommendations to the Treasurer regarding improvements, efficiencies, and risk mitigation.
- Assist with the administration of benefits, statistical reporting, and property-related financial transactions as needed.
- Provide guidance and support to local church finance committees and treasurers regarding best practices, fund accounting procedures, reporting requirements, and internal controls.
- Oversee timely and accurate processing of accounts payable, accounts receivable, and other routine financial operations in coordination with support staff.
- Ensure compliance with Conference policies, the Book of Discipline, and generally accepted accounting principles (GAAP) as applicable.
- Prepare and maintain documentation for internal processes and participate in efforts to enhance workflow efficiencies and improve the financial reporting environment.



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**Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field is required.
- Three (3) to five (5) years of professional accounting experience preferred; experience in nonprofit and/or fund-accounting strongly desired.
- CPA certification or progress toward CPA is preferred.
- Strong attention to detail with excellent analytical, organizational, and problem-solving skills.
- Ability to work independently while contributing effectively to a collaborative team environment.
- Strong proficiency in accounting software, spreadsheets, and related financial systems.
- Experience working in a church or faith-based organization is preferred.
- United Methodist Church lay or clergy membership is preferred.

Go to link below to apply:

<https://www.paycomonline.net/v4/ats/web.php/portal/E1CB377AF1A59C982D4A8BC33247365B/jobs/414695>

Closing Date: **March 30, 2026**

*The East Ohio Annual Conference is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.*

***No Staffing Agencies or Recruitment Firms***