



**CHANEY & ASSOCIATES**  
Collaborative Stewardship

**Job Title:** Staff Accountant

**Location:** In Office or Remote

**Job Type:** Full-time

### **About Us**

We are a progressive, cloud-based CPA firm specializing in providing outsourced financial services to faith-based non-profit organizations, primarily churches and Christian schools/colleges. Renowned as industry leaders, we are continually growing in our ability to provide best in class service.

### **Mission:**

We empower faith-based organizations to wisely steward their resources through cloud-based outsourced accounting and business consulting services

### **Vision:**

Be the nation's leading faith-based Trusted Ministry Advisor built upon collaborative stewardship, integrity, and a winning culture

### **Why You'll Love Working Here**

- **Opportunities for Growth:** Whether you're just starting your accounting career or looking to advance, there's room for growth at C&A.
- **Passion for Service:** If you enjoy delivering exceptional service and being part of a dedicated team, you'll thrive in our environment.
- **Tech-Savvy Environment:** Embrace our tech-forward approach where we leverage cutting-edge tools to enhance efficiency and reduce costs.

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We prioritize finding the right fit over the perfect resume! If you feel our team is a place where you belong, we'd love to hear from you!

***Win:** Provide support to the Senior accountant by executing all accounting tasks with efficiency, precision and an attention to detail.*

**Key Responsibilities and Duties:**

- Assist in day-to-day full-charge bookkeeping tasks, such as bank reconciliations, accounts payable, and payroll processing.
- Support senior accountants in preparing financial reports and analysis.
- Ensure compliance with accounting standards and company policies.
- Assist in client management activities, including reviewing financial reports and providing exceptional customer service.

**Qualifications and Skills:**

- This position requires strong organizational skills, attention to detail, and the ability to consistently produce high-quality work while meeting deadlines.
- The ideal candidate should be able to follow directions, work independently, and prioritize tasks effectively.
- Bachelor's degree in business, finance, or accounting (4-year degree in Accounting preferred).
- 1-3 years of relevant experience in an office setting.
- Basic understanding of accounting principles.
- Familiarity with cloud-based technologies is a plus.
- Comfortable working with churches/faith-based non-profits.
- Willingness to learn and adapt to new tasks and responsibilities.
- Must be able to work additional hours as required.
- Able to manage multiple clients with revolving deadlines.

**Compensation and Benefits: (Full Time Employees):**

- Salary range: \$55,000 - \$62,500
- Comprehensive health, vision, dental, and life insurance coverage.
- Company-sponsored 401k with a 4% matching contribution.
- Generous PTO policy including 3 full weeks and holidays.

**Website:** [Chaney & Associates](#)