

Job Ad: Church Accountant & Administrator

Kowloon International Baptist Church (KIBC) is an English-speaking multi-national church located in Kowloon Tong. We are asking for individuals who share our vision and values to prayerfully consider and send a resume for the position of Church Accountant & Administrator.

POSITION SUMMARY:

We are seeking a highly-trusted, detail-oriented professional to handle day-to-day finance matters and related administrative and operational support. Working independently and managing a full set of accounts while interacting with pastors, ministry coordinators, and the finance committee to ensure transparent stewardship.

KEY RESPONSIBILITIES:

- **Financial Ledger Management:** Record all tithes, donations, and expenses across operational and multiple designated ministry funds.
- **Disbursements:** Process vendor invoices, staff payroll and MPF contributions.
- **Finance Committee Collaboration & Reporting:** Work closely with the Church Treasurer and finance committee to prepare monthly and ad hoc reports, track budget variances, and present monthly management accounts to leadership.
- **Financial Assets Management:** Maintaining fixed assets register and managing cash book and other liquid assets.
- **Cross-Team Collaboration:** Coordinate with different ministry heads regarding annual and event budgets, reimbursement approvals, and donation receipts.
- **Internal Controls & Cash Handling:** Oversee the secure counting, recording, and banking of weekly physical offerings, ensuring strict adherence to internal control policies.
- **Audit Readiness:** Prepare all clean ledger balances, schedules, and vouchers for annual external statutory audit.

POSITION REQUIREMENTS:

- **Minimum Qualification:** LCCI Level 3 in Accounting, or a Higher Diploma / Associate Degree in Accounting.
- **Experience:** Minimum 2–3 years of experience managing a full set of

accounts independently (experience in a church or NGO is highly preferred but not necessary).

- **Soft Skills:** Ability to work autonomously, communicate effectively with Church leaders and members, and maintain strict confidentiality regarding member's tithes and donations.
- **Technical Skills:** Proficiency in modern accounting software and medium to advanced Microsoft Excel.
- **English Proficiency:** Ability to write and speak English fluently.
- **Mission Alignment:** Ready to play a role in God's kingdom work and love sharing the gospel to the lost.

HOW TO APPLY:

Further job description details can be provided upon review of resume.

Please send your resume by email to: office@hkkibc.org

OR by mail to:

Kowloon International Baptist Church

300 Junction Road, Kowloon Tong, Hong Kong