



Full-Time Position/with paid benefits

Lawrenceville GA

Job Title: Accounting Assistant

Welcome to Mission to North America (agency of the Presbyterian Church of America). Mission to North America (MNA) serves the PCA by planting, growing and multiplying biblically healthy churches and through numerous outreach ministries.

The accounting assistant will provide financial administrative assistance to the accounting and church planting functions. Responsibilities include but are not limited to – extensive review and update of budgets for and with church planters on a regular basis. Maintain various ministry budget Excel spreadsheets and other records, reports and files. Process daily incoming donations via batch procedures and provide backup to the donor accounting assistant as needed. Present budget/financial information 3- 6 times per year at church planter orientation either in person or via webinar and assist with annual audit.

This position reports directly to the Financial Analyst.

Requirements for this position:

- **a Christian whose life reflects mature spiritual growth**
- **active in a local PCA or other evangelical church**
- **college degree or some college with 3 – 5 years of related experience**
- **advanced proficiency in Microsoft Windows, Word, Excel, Outlook, PowerPoint**
- **knowledge of general office procedures to include 10 key**
- **effective communicator (written, oral) with experience or a comfort level presenting to small groups**
- **ability to work independently, assess priorities, take initiative, follow through on a variety of tasks and must be extremely organized**
- **desire to serve others and be a key player in a small team environment**
- **non-profit accounting and/or MIP software experience are a plus**

For a detailed job description please visit our website at www.pca-mna.org, Employment.

Resume with cover letter and salary history can be mailed, faxed or emailed to the MNA office, attention Human Resources, per the contact information below.

MNA -Attention: Human Resources
1700 North Brown Road, Suite 101
Lawrenceville, GA 30043
Fax: 678-825-1216 Email: mnaemployment@pcanet.org