



Accounting Assistant (Accounting Functions)

Full-Time

Paid Benefits (employee only)

Located in Lawrenceville, GA

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

This position reports to the Assistant Accounting Manager and provides financial assistance to the accounting functions, specifically in the areas of accounts payable and donations processing.

Requirements/Qualifications:

- **a Christian whose life reflects mature spiritual growth and is active in a local PCA or other evangelical church**
- **knowledge of accounting principles in A/P and A/R (donations processing a bonus)**
- **desire to serve others and be a key player in a small team environment**
- **college degree or some college with 3 – 5 years of related experience**
- **advanced proficiency in Microsoft Windows, Word and Excel, 10-key**
- **exceptional communicator (written, oral), where client satisfaction is a priority**
- **strong attention to detail, able to assess priorities to meet deadlines**
- **non-profit accounting and/or Raisers Edge/Financial Edge software experience are a plus**

For a complete job description, please visit our website at www.pcamna.org.