



1700 North Brown Road, Suite 106 • Lawrenceville, GA 30043
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IMMEDIATE POSITION OPENING

Job Title: Staff Accountant 1 – A/R, A/P, Payroll

Reports To: Accounting Manager
(Full-Time, Exempt Position)

PCA Retirement & Benefits, Inc. (RBI), an agency of the Presbyterian Church in America (PCA), is seeking an Staff Accountant to work at our home office located in Lawrenceville, Georgia. The Staff Accountant will need to have position-related experience. The Staff Accountant will report to the Accounting Manager.

A competitive compensation package that includes generous retirement and insurance benefits is provided.

Please review the following **Position Profile** for more detailed information regarding job function, responsibilities, qualifications and personal characteristics.

PLEASE DIRECT INQUIRIES/ RESUMES TO:

Cindi Finn, CFO
PCA Retirement & Benefits, Inc.
1700 North Brown Road, Suite 106
Lawrenceville, Georgia 30043
Email: cfinn@pcanet.org

Position Profile

STAFF ACCOUNTANT 1 - A/R, A/P, Payroll

PCA Retirement & Benefits, Inc. (RBI)

January 2018

GENERAL DESCRIPTION:

The Staff Accountant 1 – A/R, A/P, Payroll will be primarily responsible for accounting for cash receipts, accounts payable and payroll transactions for all departments: Retirement, Operations, Insurance and Relief. This position will support a Staff Accountant, Accounting Manager and CFO making up the Accounting team for PCA Retirement & Benefits, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll

- Process semi-monthly payroll through payroll processor, Paychex
- Maintain documentation of payroll changes and provide to Accounting Manager each pay period for approval
- Post payroll information to Abila MIP general ledger software
- Pay retirement and HSA benefit payments through vendor software
- Make adjustments, as needed, to Paychex Time and Attendance
- Process employee new hires and terminations as they occur

Cash Receipts

- Process all lockbox, mail and e-payment receipts, posting sub-ledger and general ledger

Accounts Payable

- Collect invoices, ensure accuracy and authenticity of invoices, submit to appropriate Business Manager or AA for approval
- Process invoices for payment, properly coding and posting through Abila MIP A/P module
- Maintain appropriate supporting documentation for auditors and regulators
- Process annual 1099s to appropriate vendors
- Review and process properly approved and supported expense reports for payment (ACH or check)

Month-End Accounting

- Support Accounting team with reconciliations, data entry, and general ledger research, as needed
- Perform ad hoc inquiries in Abila MIP general ledger software to provide requested information to RBI departments
- Maintain appropriate documentation for all areas of responsibility according to retention rules
- Manage Vena uploads and update Vena standard reports

QUALIFICATIONS:

- A Christian active in a local PCA or evangelical church
- Proficient in MS Office, advanced in Excel, preferred
- Proficient in internet access and email communications

- Demonstrated ability to learn new software programs (e.g., Vena)
- Experienced in general ledger software; Abila MIP, a plus
- Prior experience with Paychex, a plus

KNOWLEDGE, SKILLS & EXPERIENCE:

- Bachelor of Science in Accounting, preferred; or significant, demonstrated experience with above accounting functions
- Prior work experience within a non-profit environment, preferred
- Detail oriented and high level of organizational skills
- Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience, flexibility and courtesy
- Flexibility (in managing multiple demands) and ability to work in a fast-paced environment