

Staff Accountant
Relief and Insurance Funds
Accounting Team

IMMEDIATE POSITION OPENING – Certified Staff Accountant

PCA Retirement & Benefits, Inc. (RBI), an agency of the Presbyterian Church in America (PCA), is seeking an experienced Staff Accountant to work at our home office located in Lawrenceville, Georgia. The position is a fulltime position, and will not require travel. This position will report directly to the Accounting Manager, who reports to the CFO.

The Staff Accountant role is responsible for the books and records, processes and financial reporting for two of RBI's four funds: Insurance Benefits and Charitable Relief. Key responsibilities for this role include processing income and expense transactions, and preparing not-for-profit financial statements in accordance with GAAP. The secondary function of this role is to manage projects and processes for the accounting department, including coordination of the annual audit and preparation of the annual report. These functions imply the ability to exercise influence and build strong relationships internally and externally

In order to effectively execute the responsibilities of this function, the qualified candidate will need the demonstrated ability to learn and use new software and have strong skills in Excel. In addition, the qualified candidate will exhibit a passion for the work and mission of RBI, critical thinking and collaborative engagement with the organization, as a whole.

Overall, the candidate must be a committed Christian who is an active member in their local like-minded Christian church. The ideal candidate will have a heart of humility and a relationship with Jesus Christ that is apparent in daily life. Minimum requirements for this position include at least five years of relevant accounting experience and the CPA certification. Financial services industry experience is a plus. Strong oral and written communication skills are required.

PCA Retirement & Benefits, Inc. offers a competitive compensation package that includes: health, term life, long term disability, long term care, vision and dental insurance, as well as a generous retirement plan contribution.

Please see the following **Position Profile** for more detailed information. If you are interested in the position, please complete the attached screening questions and send them with your resume. Please note that qualified candidates will be required to take a 2 hr skills assessment before being scheduled for an interview.

PLEASE DIRECT INQUIRIES/ RESUMES TO:

Teresa Reese, CPA, Accounting Manager
PCA Retirement & Benefits, Inc.
1700 North Brown Road, Suite 106
Lawrenceville, Georgia 30043
Email: Teresa.reese@pcarbi.org

Staff Accountant
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Job Description:

Responsibilities

Manage the financial records for Insurance and Relief Funds including timely and accurate posting of transaction and general ledger entries, lockbox and online payments and reconciliations, Relief offering & award processing

Administrative records and benefit processes for ServantCare and Cherish counseling

Administration of Sec. 125 plan

Monthly financial close for Insurance and Relief Funds

Research and support of insurance operations, including annual renewal and insurance rate calculations

Quarterly Financial Reporting and preparation of Board docket reports for Insurance and Relief

Cash Management of Insurance and Relief bank account balances

Administrative banking relationship and user functions

Coordinate annual audit and workpaper preparation; preparation of annual report

Participate in Board committee meetings as Accounting Team representative

Key Skills

Technology

- Ability to learn and use new software,
- Experience in implementation of new software a plus
- Advanced Excel skills

Professional presence

- Advanced interpersonal skills
- Good written and verbal communication
- Ability to stay organized and manage competing priorities

Team Work

- Contribute to the health and success of the Accounting Team
- Initiating collaboration
- Passion for faith-based ministry

Requirements

CPA certification

Minimum 5 years experience

Reports to:

Accounting Manager