



1700 North Brown Road, Suite 106 • Lawrenceville, GA 30043  
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**IMMEDIATE POSITION OPENING – Staff Accountant - A/R, A/P, Payroll**

PCA Retirement & Benefits (RBI), an agency of the Presbyterian Church in America (PCA), is seeking an experienced Staff Accountant- A/R, A/P, Payroll to work at our home office located in Lawrenceville, Georgia. The Staff Accountant position is a fulltime position and will not require travel. This position will report directly to the Controller.

The Staff Accountant- A/R, A/P, Payroll role is responsible for the transactional activity for three of RBI's four funds: Insurance Benefits, Charitable Relief, and Operating. Key responsibilities for this role include processing receipts, vendor payments, expense reimbursements, payroll, payroll returns, and year end 1099 issuance. These functions imply the ability to exercise advanced interpersonal skills to 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, have strong Excel skills, previous payroll service experience, as well as other position related experience. 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 PCA church or other 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 three years of relevant accounting experience. Strong oral and written communication skills are required.

PCA Retirement & Benefits 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 note that qualified candidates will be required to take a 1hr skills assessment before being scheduled for an interview.***

Please see the following **Position Profile** for more detailed information.

**PLEASE DIRECT INQUIRIES/ RESUMES TO:**

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

**Position Profile**  
**Staff Accountant - A/R, A/P, Payroll**  
**PCA Retirement & Benefits**  
**February 2020**

**Organization:** The PCA is an evangelical denomination in the Reformed theological tradition, with over 1,800 churches and missions throughout the United States and Canada. There are close to 385,000 communicant and non-communicant members. Most of the administrative work of the denomination is coordinated in the PCA office building in Lawrenceville, Georgia. The work is carried out by five permanent committees: Mission to the World, Mission to North America, Christian Discipleship Ministries, Reformed University Fellowship and the Administrative Committee, which houses the Office of the Stated Clerk and is responsible for the administration of the General Assembly. In addition, there are several agencies of the PCA which include Covenant College, Covenant Seminary, the PCA Foundation, and RBI. RBI provides select insurance plans, retirement plan benefits and ministerial relief services for PCA pastors, lay church workers, and the employees of the PCA committees, agencies, and institutions.

**Ministry:** The ministry of RBI focuses on serving those who minister in the PCA by offering financial products to provide for the retirement, welfare, and relief needs of the denomination's ministers, missionaries, lay church workers and their families. This is accomplished through marketing, communicating, and educating eligible PCA employees about the various products and services provided by RBI. The products and services administered by RBI include the PCA Retirement Plan, PCA Group Term Life Plans, PCA Long Term and Short-Term Disability Plans, PCA Dental Plans, PCA Vision Plans and the PCA Ministerial Relief program.

**Vision Statement:** That all PCA pastors and their families are well-prepared and cared for in their retirement years.

**Mission Statement:** To prepare and protect PCA co-laborers in Christ by providing products and guidance in retirement, insurance, relief, and related services. We aim, through trusted relationships with our partners, to enable and encourage them to be more focused on ministry.

**Core Values:** Relational Compassion, Grace Motivation, Humble Excellence, and Adaptive Empathy

**Job Description Follows**

**Staff Accountant -  
A/R, A/P, Payroll  
Accounting Team**

**Job Description:**

**Responsibilities**

*Payroll*

- Process semi-monthly payroll through payroll processor, Paychex
- Maintain documentation of payroll changes and provide to Controller 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 Senior Manager for approval
- Process weekly 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

**Key Skills**

Technology

- Ability to learn and use new software,
- Advanced Excel skills

Professional presence

- Advanced interpersonal skills
- Good written and verbal communication
- Time management skills in a deadline-oriented environment

Teamwork

- Experience with process improvements
- Initiating collaboration
- Passion for faith-based ministry

**Other Critical Responsibilities:**

- Grasp and live out RBI's mission, vision, and core values.
- Embrace and exhibit RBI's relational and ministry emphasis.
- Model relational compassion, humble excellence, grace, and empathy for your peers, your managers, our ministry partners, and our vendors.
- Exhibit and cultivate an atmosphere of openness, honesty, and safety where you care about others, and mistakes are occasions for learning and growth rather than judgment and anxiety

**Requirements**

- Bachelor's in accounting or related degree and experience
- Experienced in general ledger software, Abila MIP, a plus
- Prior experience with Paychex, a plus
- 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

**Reports to:**

Controller