



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

PCA Retirement & Benefits (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 Staff Accountant position is a fulltime position and will not require travel. This position will report directly to the Controller.

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 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 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 and the CPA certification. Recent public accounting experience strongly preferred. 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
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
Relief and Insurance Funds
Accounting Team**

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,
- Advanced Excel skills

Professional presence

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

Teamwork

- Contribute to the health and success of the Accounting Team
- 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
- CPA certification a plus
- Advanced Excel skills
- Minimum 3 years' experience

Reports to:

Controller