



Mission to North America

Presbyterian Church in America

Position Title: Financial Services Manager
Status: Exempt
Job Classification: Full-time MNA Administrative Staff
Location: Remote/Atlanta area

Summary Statement of Overall Purpose/Goal of Position

The position of Financial Services Manager reports to the Controller. The Financial Services Manager provides oversight to MNA's financial services functions including donations processing/reporting, systems reconciliation/analysis, and PCA Five Million Fund administration.

All responsibilities and tasks associated with the role of Financial Services Manager will ultimately help to fulfill MNA's mission statement to Strengthen the Church to serve, grow, and multiply.

Major Responsibilities

The primary functions of the Financial Services Manager position include donations processing, system reconciliations and administration of the PCA Five Million Fund loan program. This position is responsible for maintaining the integrity of the donations system software by managing facets of data entry and integration of outside systems. This includes proposing and creating system improvements that enhance staff and donor experience and reduce organizational risk along with increasing efficiencies which fulfill MNA's goal to provide excellent financial services. In addition, this position will help facilitate a donor-centered approach to timely acknowledgement. The Financial Services Manager also provides oversight of all policies, procedures and training related to the donations system and is the expert in areas of IRS requirements for proper receipting. The position requires sensitivity to and confidentiality of donor and other accounting information.

The Financial Services Manager provides oversight of MNA's donations processing and system reconciliation/analysis functions in the following major areas:

- Donations Processing:
 - Download daily files from MNA's lockbox service into the donor database for review and posting.
 - Add new constituent information to donor database per gifts received
 - Responsible to ensure all adjustments are researched and entered into the donations system in a timely manner for gifts which need to be corrected for various reasons.
 - Download and receive bi-monthly reports and check from the PCA Administrative Committee for PCA Askings donations
 - Process monthly various ACH batches
 - Process stock batches as needed
 - Process adjustments for refunds or necessary corrections related to event transaction entry. Provide backup assistance to the Donor Services Manager as needed for customer service needs.

- Systems reconciliation:
 - Prepare monthly reconciliation of donation transactions between financial and donor systems.
 - Prepare annual reconciliation of donation transactions for the annual external audit

- PCA Five Million Fund loan program administration:
 - Maintain waiting list for loan funds
 - Update Associate Coordinator and Controller monthly with status report of fund activity
 - Contact churches to begin application process
 - Receive financial documentation package from applying churches and analyze financial information related to loan applications. Create summary of loan request.
 - Send loan package and summary to Controller for review/approval
 - Send recommendation to Associate Coordinator, copying Controller
 - Once approval received from Associate Coordinator, email/mail documentation package to the MNA Administrative Subcommittee for approval
 - Facilitate approved loan to include requesting proceeds from accounts payable and preparing loan agreement and promissory note
 - Enter new loans into database loan module
 - Maintain repayment schedules
 - Review past due balances and send reminder/past due letters/emails as necessary
 - Prepare all month-end reports, timely and accurately
 - Prepare all year-end audit reports, timely and accurately

- Policies and procedures:
 - Maintain, revise and create policies and procedures as necessary for donor systems use and as necessary for the PCA Five Million Fund program

- Prepare financial information for MNA Committee meetings
 - Prepare financial information for both March and September meetings to include the following:
 - Summary of loan fund activity, including cash balance
 - Listing of loans approved and disbursed
 - Analysis of past due loans

- Reports/Queries/Pivot Tables:
 - Responsible for all reporting from MNA's donations system to include items needed for quarterly internal audits, the annual external audit, month-end financial reporting, and ad hoc reporting
 - Responsible to create new and maintain all reporting functions in the system.

- Annual external audit:
 - Assist Controller in preparation for the annual external audit to include, but not limited to, preparing client-prepared forms and worksheets, review of all procedures for uploading to audit ShareFile site, and preparation of reports and supplemental schedules for audited financial statements.

Requirements/Qualifications

- A Christian whose life reflects mature, spiritual growth and is active in a local PCA or other evangelical church.
- Must look at position as both a job (responsibility) and as a ministry (service)

Education/Experience

- Bachelor's degree in accounting or similar field of expertise
- Five to eight years of demonstrated experience in financial management and accounting, ideally in the nonprofit sector. Donations processing or similar corporate accounts receivable experience a plus.

Skills/Knowledge/Abilities

- Possess the following:
 - Ability to set priorities/meet deadlines
 - Strong organizational skills
 - Strong analytical and problem-solving skills
 - Self-starter
 - Detail-oriented
 - Team player
 - Excellent written and verbal communication skills, including ability to interact effectively with all levels within the organization
- Possess knowledge of generally accepted accounting principles (GAAP)
- Possess knowledge regarding specific non-profit accounting audit regulations and IRS rules

Please direct inquiries/resumes to:

Michelle E. Foster
MNA Controller
678.825.1247
mfoster@pcanet.org