



Presbyterian Church in America  
FOUNDATION

## **POSITION ANNOUNCEMENT**

Title: GRANTS PROCESSOR and ACCOUNTING ASSISTANT

Location: Lawrenceville, GA

Status: Full-time, immediate opening

### **Company Background**

The PCA Foundation (the “Foundation”), an agency of the Presbyterian Church in America, was established in 1980 to solicit and receive charitable gifts to be granted out for the advance and work of the Kingdom of Jesus Christ, primarily to the Presbyterian Church in America (“PCA”) and its churches, but also to other groups, societies, organizations, and institutions which minister in Jesus’ name. Since that time, the Foundation has grown considerably in assets while remaining faithful to its original philosophy and purpose.

The Foundation helps PCA members and other, primarily Reformed, Christians to give more than they thought they could through the use of tax-efficient giving strategies, and then cooperates with those givers to make grants that are most effective for the advance and revelation of the Kingdom of Jesus Christ.

### **Position Summary**

The grants processor and accounting assistant position is responsible for the processing of donor-advised, designated and other grants in accordance with the Foundation’s internal policies and grant-making guidelines. This position reports to the Foundation’s accounting manager, and in addition to the primary duties, provides support to the accounting department and works closely with other administrative staff.

Benefits include a competitive salary, paid vacation, paid holidays, health insurance, life insurance, dental and vision insurance, and participation in a 403(b) retirement plan. Hours are 8 am to 5 pm (Eastern) Monday through Friday; the position is not eligible for remote working.

### **Responsibilities include, but are not limited to, the following:**

- Accept, review and acknowledge donor-advised grant recommendations daily.
- Create and process grants in the grants management database (Granted Edge).
- Print grant checks and corresponding letters to grant recipients weekly.
- Conduct due diligence; verify tax-exempt status of recipient organizations and charitable purpose of grants, according to PCAF’s grant-making guidelines.
- Create and update grant recipient records as needed.
- Research outstanding checks and provide updates to accounting department on appropriate actions.

- Answer questions from donors and charities regarding grant activity; troubleshoot grant-related issues as needed.
- Perform bank statement reconciliations.
- Review and print fund statements.
- Process payments of general operating fund invoices.
- Assist with daily, weekly and monthly general ledger reconciliations; including other accounting-related reconciliations as assigned.
- Assist with external audit preparations and annual split-interest tax filing preparations.
- Record and prepare contribution receipts for charitable donations.
- Complete special projects as assigned.

### Required Qualifications

- A Christian whose life reflects spiritual growth and a commitment to ministry.
- Active in a local evangelical church.
- Minimum of 2 years general accounting experience; accounting degree and grants processing experience is a plus.
- Proficiency in the use of Microsoft's Windows operating system; including Word, Excel and Outlook applications.
- Knowledge of Blackbaud's Raiser's Edge and Financial Edge, and NPact's Granted Edge, is a plus.
- Strong written and oral interpersonal and communication skills.
- Highly self-motivated, very organized, and very detail oriented.
- Strong analytical and problem solving skills.
- Ability to meet deadlines.
- A desire to serve others and be a key player in a small team environment.
- A high degree of integrity and ethical behavior.
- Ability to maintain sensitivity to confidential matters.
- Ability to pass a criminal and financial background check.

Qualified candidates should send a cover letter and resume to the attention of:

Mark Bailey, Business Manager  
 PCA Foundation, Inc., 1700 N Brown RD STE 103, Lawrenceville, GA 30043  
 Fax: 678-825-1055  
 Email: [mbailey@pcanet.org](mailto:mbailey@pcanet.org)