



Presbyterian Church in America
FOUNDATION

POSITION ANNOUNCEMENT

Title: ACCOUNTING MANAGER

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. Since that time, the Foundation has grown considerably in assets while remaining faithful to its original philosophy and purpose. Assets under management at the end of 2021 were approximately \$350M.

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. Contributions in 2021, exclusive of an extraordinary complex gift, were \$43M. Grants made in 2021 were \$25M.

Position Description

The Accounting Manager reports to the Business Manager and is responsible for the PCAF’s day-to-day accounting, receipt, and payment functions, including general ledger, accounts and grants payable, contributions, payroll, and annual audit preparation.

Summary of Position Responsibilities

- Receipt and processing of contributions.
- Processing of grant recommendations and operations invoices, and payment of grants and operating expenses.
- Preparation of accurate and timely financial records and reports, including journal entries, revenue and expense accruals, monthly and annual closings, general ledger and fund account reconciliations, and bank and investment statement reconciliations.
- Preparation of financial statements and supporting materials for the annual external audit.
- Preparation of management and board reports as directed.
- Management of operating fund accounts payable, including preparation of 1099-Misc forms.
- Preparation of payroll, including oversight of federal and state quarterly payroll returns, W2s, and other payroll requirements.
- Documentation and communication of accounting policies and procedures.
- Assisting fellow staff, directors, donors, prospects, and investment managers as needed.
- Oversight of annual tax return preparation for unrelated business income tax (UBIT) and split-interest agreements.
- Completion of special projects as directed by Business Manager or President.
- Supervision of PCAF’s accounting assistants, and contributions and grants processors.

Qualifications

- A Christian, active in a local evangelical church, whose life reflects mature spiritual growth and a commitment to the church and Christian ministry.
- Minimum of a 4-year Accounting degree, or equivalent financial accounting experience.
- Minimum of 4 years general accounting experience, and familiarity with non-profit and fund accounting; actual experience in non-profit and fund accounting is a plus.
- Thorough practical knowledge of generally accepted accounting principles.
- Proficiency in Microsoft Windows, Word, Excel, Outlook, PowerPoint, and Access; experience with Blackbaud Raiser's Edge and Financial Edge (the Foundation's electronic CRM and financial accounting systems) is a plus.
- Supervisory experience; actual managerial experience a plus.
- Strong interpersonal and written and verbal communication skills.
- Highly self-motivated, organized, and detail oriented.
- Strong analytical and problem solving skills, and the ability to meet deadlines.
- Desire to serve others and be a key player in a fast-paced small-team environment.
- Highest integrity and commitment to ethical behavior.
- Discrete and able to maintain confidentiality of donor and Foundation information.
- 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

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Email: mbailey@pcanet.org