



Presbyterian Church in America
FOUNDATION

POSITION ANNOUNCEMENT

Title: ACCOUNTING ASSISTANT and CONTRIBUTIONS & GRANTS PROCESSOR

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 Assistant and Contributions/Grants Processor reports to the Accounting Manager and assists in 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 (in rotation with other accounting assistants)

- Receipt and processing of contributions of cash (currency and via check, ACH, and credit-card), publicly-traded securities, and non-cash assets.
- Excel-based reconciliations of ACH and credit-card contributions, by date, source donor, fund, and settlement period.
- Preparation, delivery, and recording of charitable contribution receipts.
- Processing of grant recommendations and payment of grants via check and ACH.
- Preparation, delivery, and recording of grant confirmation and information letters.
- Processing of operations invoices, and payment of operating expenses via check and ACH.
- Preparation, review, and processing of general ledger journal entries, including accounts payable, and preparation of 1099-Misc forms.
- Preparation of accurate 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 supporting materials for the annual external audit.
- Preparation of management and board reports as directed.
- Recording of operating fund accounts payable, and preparation of 1099-Misc forms.
- Assisting fellow staff, directors, donors, prospects, and investment managers as requested.
- Completion of special projects as directed by Accounting Manager.

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 2 years accounts payable, accounts receivable, or general bookkeeping experience; Accounting degree is a plus.
- Familiarity with Microsoft Office applications; must be proficient in Excel; experience with Blackbaud Raiser's Edge and Financial Edge (the Foundation's electronic CRM and financial accounting systems) is 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