

Full-Time Staff Accountant & AP Liaison: Provide support for various accounting activities ensuring vendor relationships are maintained, vendor invoices are paid, and credit card expenditures are approved. Act as liaison between PCPC and Baker Tilly (outsourced accounting firm). Prepare monthly financial reports for Finance Committee and provide support for Director of Finance. Train new employees in Martus (budget software) and Nexonia (credit card and expense reimbursement software). Work with budget planners to prepare annual department budgets. Assist in counting weekly cash contributions and batching check contributions. Create wire templates and wires through online banking portal. Print in-house checks as requested by ministry departments. College degree in Accounting or Finance is required. Three to five years of bookkeeping or general accounting experience is required, preferably with a non-profit organization. Must be proficient in Microsoft Office. Experience with Intacct, bill.com, Martus, and Nexonia are preferred. Must possess a solid knowledge and understanding of accounting concepts, principles, and regulations; an in-depth understanding of Generally Accepted Accounting Principles (GAAP); and strong analytical skills for financial analysis and reporting. Must give attention to detail, manage resources wisely, and exercise sound judgment and objectivity. Must work well with others and be a team player with a servant's heart. Strong written and verbal communication skills are required as is confidentiality, integrity, and accountability.

As a faith-based and mission organization, PCPC hires individuals who have a personal relationship with Jesus Christ, and who align spiritually, culturally, and operationally with the church's mission. PCPC membership is preferred but not required.

Please email cover letter and resume to careers@pcpc.org. The job description will soon be available on our PCPC website at <https://careers.pcpc.org>. If you have any questions, please email careers@pcpc.org.

This is a regular, hybrid, full-time exempt position based on 40 hours a week and is benefit eligible.