

PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title:	Staff Accountant & AP Liaison	Department:	Accounting
Name:	(OPEN)	Job Family:	Specialist
Date:	December 18, 2025	Supervisor:	Director of Finance & Accounting

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

Purpose of Role

Provide support for various accounting activities ensuring vendor relationships are maintained, vendor invoices are paid, and credit card expenditures are approved with appropriate documentation. Act as liaison between PCPC and Baker Tilly (outsourced accounting firm). Prepare monthly financial reports for Finance Committee, provide support for Director of Finance, train new employees in Martus and Nexonia, work with budget planners to prepare next fiscal year department budgets. Assist Account Specialist – Donations & Receipts in counting weekly cash contributions and batching check contributions for dual control purposes. Perform all PCPC work to the glory of God.

Alignment with Mission and Vision

The Finance and Accounting Ministry is a support function that exists to ensure that donors can trust PCPC to report their donations and maintain good stewardship practices in compliance with federal, state, and local regulations. This is imperative for PCPC to continue to receive those funds and to maintain a viable church that EXTENDS the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world.

Key Job Responsibilities

- 1. Nexonia** (credit card and expense reimbursement software) – ensure all proper documentation and authorization is submitted for expenses on church credit cards and approve reports; set up new users and provide basic training and oversight to new employees using Nexonia
 - Communicate due dates to staff and supervisors
 - Approve all Nexonia expenses and reimbursements, check coding and business purpose, ensure receipts are attached
 - Track staff meals with expenses
 - Make corrections to coding as needed, ensure all necessary documentation is included, and ensure there is a legitimate business purpose
- 2. Payables** – Work with all departments to receive accounts payable invoices, check coding on invoices, and submit to Baker Tilly for payment
 - Go to TEAMS channels for every department and look for invoices that need to be paid
 - Make any corrections as needed, ensure proper vendor tax documentation is obtained, and ensure ministry partners have correct tax documentation
 - Track taxable fringe benefits for staff and report to the Payroll & Benefit Liaison / HR Specialist
 - Ensure all auto-pay invoices are submitted for approval by the Director of Finance & Accounting
 - Process invoices, checks, and wire transfers – ensure all necessary documentation is included with check request and that documentation supports requested payment; ensure that correct accounting is used (GL account/department/project/fund) along with proper authorization to ensure compliance with PCPC policies and procedures; cut checks in-house as needed for various ministries
 - Communicate to vendors the option to be paid electronically if they sign up for a Bill.com account

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3. **Maintain a Good Working Relationship with Baker Tilly** – Work to ensure that lines of communication are open between Finance & Accounting and Baker Tilly to guarantee a smooth working relationship. Interface with Baker Tilly for daily General Ledger functions and financial reporting
4. **Month-End Close**
 - Make sure that all invoices are submitted for the month being closed
 - Ensure that all Nexonia expenses have been submitted
 - Upon receiving approval from Baker Tilly, run financials and review to make sure all items are correctly coded; submit any corrections to Baker Tilly
 - Run financials and review with Director of Finance & Accounting; after approval, create the final monthly document with all financial reports
 - Prepare monthly financial statements for Finance Committee
 - Print financial statement packages for monthly Finance Committee meetings
 - Take minutes for Finance Committee
5. **Martus** (budget software)
 - Quarterly, work with budget planners within the departments to review budgets in Martus to ensure everything is correct; make necessary suggestions, adjustments, and/or corrections
 - Annually, work with budget planners to review current year's budget in Martus to prepare for the next year; confirm amounts are in line with actuals; assist in projecting budget amounts for events that do not occur annually or that are considered new
 - Annually, meet with budget planners in each department to review next year's budget in Martus before budgets are submitted for approval
 - Set-up new users, provide basic training in Martus for new employees and provide oversight
6. **Maintain Vendor Relations** (both internal and external relationships) – work to ensure that lines of communication are open between Finance and Accounting with PCPC employees and vendors to assure smooth working relationships; answer vendor questions regarding PCPC payments
7. **Miscellaneous Responsibilities**
 - Create wire templates and wires for Director of Finance & Accounting to approve through online banking portal
 - Verify address changes with vendors based on PCPC policy
 - Print in-house checks as requested by departments

Training, Education, and Experience

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. Proficient in Microsoft Office. Experience with Intacct, bill.com, Martus, and Nexonia are preferred. 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.

Competencies and Skills

- Must work well with others and be a team player with a servant's heart
- Core competencies required are confidentiality, integrity, and accountability
- Must possess a solid knowledge and understanding of accounting concepts, principles, and regulations
- Must possess an in-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Must possess strong analytical skills for financial analysis and reporting
- Must give attention to detail, manage resources wisely, demonstrate initiative, and exercise sound judgment and objectivity with wisdom and discernment
- Attention to detail is crucial; must be very conscientious
- Strong written and verbal communication skills are required