



## ACCOUNTANT Job Description

**Status: Part Time (18 hours per week)**  
**Reports To: Office Manager**

**Job Profile:** The Accountant is responsible for the overall accounting and financial reporting of the church's business operation.

### Key Responsibilities

- Receive, record and deposit all contributions including weekly tithes and offerings, other contributions, payments, miscellaneous income and online contributions.
- Make online transfers between cash accounts when necessary.
- Track designated or restricted giving via separate spreadsheets.
- Reconcile bank statements and monitor online banking.
- Prepare month-end and year-end journal entries.
- Participate in the annual Review/Audit process.
- Assist the Treasurer with the budgeting process.
- Process Accounts Payable and Check Requests after approval by the Treasurer. Enter checks into PNC payment processing and accounting software
- Maintain Vendor files including W-9 forms when appropriate.
- Update Board of Pensions account as needed.
- Coordinate and update payroll twice a month with Ministryworks.
- Maintain general ledger and prepare or assist in the preparation of financial statements on an accrual basis for Trustees, Deacons, Missions and other reports as requested.
- Support the stewardship pledge process and provide updates.
- Generate and process year-end giving letters.
- Maintain and operate the church accounting software and system (ACS), specifically the Financial and Contributions Modules.

- Work on Special Projects (past projects include implementing new payroll system, compiling information for quarterly financial position reports to congregation; etc.)
- Contribute to improved financial software, enhancing online giving options, improving fund accounting.
- Any other duties assigned by the Office Manager

**Minimum Qualifications:**

- Active and committed practicing Christian.
- Associates degree in accounting, business administration, or equivalent.
- Must be able to handle confidential information and have the utmost integrity in dealing with the finances of the church.
- Must have good interpersonal skills, organizational skills and attention to detail.

**Preferred Qualifications**

- Bachelor's degree in accounting or business administration.
- Previous non-profit accounting experience.

**To Apply:**

Contact Cheryl Swartz at 412-471-3436 x220 or [cswartz@fpcp.org](mailto:cswartz@fpcp.org).