



**JOB TITLE:** Staff Accountant  
**MINISTRY:** FINANCE  
**SUPERVISOR:** Director of Finance  
**FLSA STATUS:** Full-time / Salaried / Exempt  
**WORK HOURS:** Monday – Friday during regular Church office hours

**POSITION SUMMARY:** Under the supervision of the Director of Finance, the Staff Accountant will perform the accounting duties outlined below as part of the First Presbyterian Church of Nashville finance team in order to accomplish the department objectives of having a professional finance department of the highest standards, supporting our staff and congregation.

#### **POSITION DUTIES/RESPONSIBILITIES**

- Process and record donations made by check, cash, credit card, ACH and gifts of stock using Ministry Platform (MP), OnlineGiving.org and Aplos.
- Record member pledges and generate weekly reports for the Generosity Committee during the annual stewardship campaign.
- Prepare and record deposits, taking cash deposits to the bank as needed.
- Respond to all donor inquiries regarding statements, contributions, etc.
- Prepare and mail acknowledgement letters to donors for certain contributions such as stock, IRA, grants, donor-advised funds, etc.
- Prepare a list of all memorial/honoree donations received that includes the donor name, address and the name of the memorialized/honored individual. Provide this list each Friday to the Ministry Coordinator for Congregational Care.
- Prepare and e-mail or mail contribution statements quarterly, utilizing MP and bulk mail processes.
- Reconcile bank, investment, and balance sheet accounts monthly.
- Reconcile designated fund accounts monthly.
- Prepare and remit quarterly sales tax returns for the bookstore.
- General ledger review and maintenance – ensure the accuracy of deposits and revenue entries made to/from the appropriate GL accounts and/or bank accounts.
- Assist with month-end and year-end closing procedures.
- Participate in the annual audit by gathering reports and documents and preparing audit schedules requested by the audit firm.
- Collaborate with the finance team to document and streamline processes.
- Ensure all assigned tasks are performed in compliance with appropriate GAAP standards and regulatory requirements.
- Other finance-related duties as assigned.

#### **SKILLS/KNOWLEDGE**

- An active, growing relationship with Jesus Christ, functional knowledge of scripture, familiarity with the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about a comfortable advancement of the Gospel in relationship with colleagues and others, required.
- Demonstrated proficiency in computer skills including Microsoft Office 365 products (Word, Excel) and computerized accounting systems.
- Experience with Aplos accounting software or Ministry Platform church database management software a plus.
- Development and maintenance of filing and record keeping systems.
- Attention to detail and precision in account reconciliation and report generation.
- Perform multiple tasks simultaneously with frequent interruptions.

**POSITION QUALIFICATIONS/REQUIREMENTS**

**EDUCATION:**

- College degree in accounting from an accredited educational institution.

**EXPERIENCE:**

- Practical experience in accrual-based accounting and account reconciliation.
- Experience with church or non-profit fund accounting preferred.

**SUPERVISORY RESPONSIBILITIES**

- None

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required stand and to move about; to sit for extended periods of time; to use hands to operate office equipment; to talk and to hear when interfacing with staff, members of the congregation and others in person or on the phone. Vision within normal ranges is required to read documents, file paperwork and to use the computer.

While performing the duties of this job, the employee primarily works indoors in an office setting. The noise level in the work environment is usually quiet to moderate, with frequent interruptions from other staff and/or members of the congregation, which may affect one’s ability to focus on computer work or concentrate on work at the desk.

**ACKNOWLEDGEMENT AND AGREEMENT:** Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: \_\_\_\_\_

Employee Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_