



Accounting – Accounting Assistant Job Description

I. Summary Statement of Overall Purpose/Goal of Position -

Under the general supervision of the Accounting Manager and direct supervision of the Financial Analyst, provide financial assistance to the accounting and church planting functions.

II. Requirements for this position -

- a Christian whose life reflects mature spiritual growth
- active in a local PCA or other evangelical church
- college degree or some college with 3 – 5 years of related experience
- advanced proficiency in Microsoft Windows, Word, Excel, Outlook, PowerPoint
- knowledge of general office procedures to include 10 key
- effective communicator (written, oral) with experience or a comfort level presenting to small groups
- ability to work independently, assess priorities, take initiative, follow through on a variety of tasks and must be extremely organized
- desire to serve others and be a key player in a small team environment
- non-profit accounting and/or MIP software experience are a plus

III. Essential Duties -

- Provide ongoing financial assistance to MNA Church Planters. In addition, provide financial information to the Associate Coordinator, Business Administrator and Accounting Manager as needed.
- Church Planter budgets:
 - Review budgets for each church planter a minimum of once every three months. This involves reviewing the Gift Detail Report to determine if any donors are delinquent on their pledges and bringing this to the church planter's (CP) attention. Update the CP's budget with actual expenses and amend/extend their support according to their current funds received. Determine if their core giving is as expected and warn if expenses exceed their plan.
 - Review budgets for church planters on monthly, quarterly and bi-annual basis to determine payouts.
 - Contact apprentices once every three months to update status.
 - Communicate with new church planters and apprentices to set up MNA account, follow up with required paperwork and maintain file as needed.
 - Maintain various Excel spreadsheets to include:
 - Committee Report for all new and revised budgets
 - Timothy Funds Report of all gifts received, fund repayments and funds issued each quarter.
 - Church Planter monthly balance spreadsheets.
 - Church Planter status spreadsheet.

- Donor database/MIP processing:
 - Process daily incoming donations via check batching procedures when needed.
 - Provide backup for the Accounting Assistant responsible for donations processing and enter batches as needed.
 - Pledge Maintenance – scan, save and file original pledges in alphabetical order by donor name. Complete quarterly review of pledges to remove completed pledges – scan, save and file completed pledges.
 - Process weekly pledge acknowledgement letters to constituents.
 - Set up online donor reports for church planters and MNA staff; Resolve issues with reports as needed.
 - Review MNA Batch Reports from the Accounting Assistant responsible for donor processing. Scan and file when completed.

- Committee Reports:
 - Provide budget information on all church planters for bi-annual committee meetings.

- MNA Assessment Center:
 - Travel with Financial Analyst to Church Planter Orientation to give presentation to Assessment graduates regarding MNA's Cash Management Services.
 - Follow up with recent graduates via email regarding current status and to offer services as needed.

IV. Other Duties -

- Assist with annual audit to include, but not limited to: pledge and donor confirmations, prepare and mail donor tax statements, and provide requested backup.
- Maintain a variety of reports, records and files, including updating church planter documents as needed.
- Operate computer and related office equipment.
- Perform other duties as assigned by the Business Administrator or Accounting Manager.

Resume with cover letter and salary history can be mailed, faxed or emailed to the MNA office, attention Human Resources, per the contact information below.

MNA -Attention: Human Resources
 1700 North Brown Road, Suite 101
 Lawrenceville, GA 30043
 Fax: 678-825-1216 Email: mnaemployment@pcanet.org