



Accounting – Accounting Assistant (Church Planters/Other) Job Description

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

Under the general supervision of the Accounting Manager, provide financial administrative assistance to the accounting functions.

II. Essential Duties -

- Church Planter budgets:
 - Review assigned accounts received from the Financial Analyst for church planters on monthly, quarterly and bi-annual basis to determine payouts. This involves the following:
 - Review the Gift Detail Report to determine potential delinquency on pledges and noting this on the review document.
 - Update the CP's budget with actual expenses and amend/extend support according to current funds available.
 - Determine if core giving is as expected and whether expenses exceed CP's plan.
 - Forward review information to Financial Analyst for contact with the CP.
 - Contact apprentices once every three months to update status.
 - Process CP expense reimbursement requests as needed
 - Responsible to maintain and update all church planter procedures when needed. Procedures should be reviewed on at least a quarterly basis for any necessary revisions.
- PCA Five Million Loan Fund:
 - Maintain waiting list for funds
 - Update Associate Coordinator, Accounting Manager, and Financial Analyst monthly with status report of fund activity
 - Contact churches to begin application process
 - Receive financial documentation package from applying churches and key in appropriate financial information
 - Send package to Financial Analyst for review/approval
 - Maintain repayment schedules
 - Review past due balances and send reminder/past due letters as necessary
- Maintain equipment inventory:
 - Via addition-transfer/disposal forms, ensure that all assets are properly added, transferred, or disposed of
 - Conduct annual inventory
 - Issue asset tags as needed

- Committee Reports:
 - Provide budget information on all new and revised CP budgets for bi-annual MNA Committee meetings.
 - Send information to Financial Analyst for review/approval.
- Timothy Fund:
 - Maintain spreadsheet on Timothy Fund to include all gifts received, fund repayments, and funds issued on a monthly basis.
 - Give spreadsheet to Financial Analyst for review/approval after updating each month.
- Daily gift processing:
 - Process daily incoming donations via check batching procedures on a scheduled rotation per established procedures.

III. Other Duties -

- Assist with annual audit to include, but not limited to: prepare and mail donor tax statements and provide requested backup.
- Provide vacation/sick day front desk/receptionist duties.
- 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, Accounting Manager or Financial Analyst.

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**