



Peachtree Christian Church Job Description Accountant

Job Overview:

Peachtree Christian Church is a cathedral for the city. We are a community of reconciliation, cultivation, and care in midtown Atlanta, GA.

The Peachtree Christian Church Accountant is a part-time position responsible for the accounting and finance operations of the church. The Church Accountant's role is crucial to the overall functioning and well-being of Peachtree. Ultimately, the Church Accountant's impact extends beyond mere numbers, as their expertise contributes to the overall sustainability and spiritual mission of the church, allowing it to thrive and make a positive impact on the lives of its members and the community it serves.

The position directly reports to the Executive Minister for Operations and partners with ministry staff and volunteers, including the church Treasurer and Finance Ministry, to ensure the most effective use of church assets.

Responsibilities:

- Perform and oversee daily accounting activities including invoice processing and payment, 1099 preparation and processing, contribution management, payroll, general ledger, deposits, and banking transactions
- Prepare and analyze monthly and annual reports for ministries, Executive Committee, Trustees, and Official Board
- Attend and participate in weekly staff meeting
- Attend monthly meetings with Trustees and Official Board to present and review church budget
- Responsible for recording and reporting all accounting and financial transactions for Heritage Fund and other investment accounts (for Trustees). Prepare monthly reports as requested by Trustees and serve as liaison between the Church's financial planners at Morgan Stanley and the Board of Trustees
- Assist with preparation of annual budget
- Maintenance of donor database (ACS)
- Preparation and mailing of donor statements at least twice per year
- Management of Columbarium spaces, including sales and processing payments for spaces
- Custodian of petty cash account
- Review, revise, and monitor internal controls and procedures
- Reconciliation of all accounts

- Support annual audit
- Share the love of Christ with all those you encounter including vendors, visitors, members, and staff
- Other duties as assigned by the Executive Minister for Operations

Qualifications & Experience:

- BA/BS in Accounting, Finance, or related program or equivalent combination of education and experience
- Non-profit accounting experience preferred

Preferred Skills:

- Excellent MS Office skills, including advanced Excel
- Strong technical and organizational skills
- Ability to communicate effectively through both written and verbal channels