



First Presbyterian Church of Charlotte

FOR CHRIST IN THE HEART OF CHARLOTTE

Job Description:

Full-Time Staff Accountant reporting to the Director of Finance.

Salary & Benefits

- \$55k to \$65K depending on experience and qualifications
- 100% Employer Paid Medical (BCBS) with optional Aetna Dental, VSP Vision, and employee savings program, 403B Retirement Savings Plan, Free Parking
- PTO accrual begins day one, first year 16 days available
- Working Hours are M-F, 8:30 am to 5:00 pm
- Working remote one day per week following first 90 days as duties and workload permit.

Summary

First Presbyterian Church is a 200-year-old Church located in the heart of uptown Charlotte. This position is responsible for Accounts Payable, Receivables, Payroll, and Financial Statements for the Church, Schools and Broadcast Ministry.

Qualifications & Required Skills

- Degree in accounting, finance, or business, preferred
- Two or more years in accounting
- Microsoft Office
- Addition considered a Plus
 - Fund Accounting experience (Church or Non-Profit)
 - ADP Payroll system
- Candidates should be highly motivated, confidential, and focused.

Example Detailed Responsibilities

- Processes invoices, check preparation, ACH, online bill payments
- Prepares and processes semi-monthly payroll and payroll records
- Assists in the preparation of monthly financial statements
- Handling inquiries from vendors, staff, and church members
- Maintains vendor files, attendance records, and other data as required
- Handles credit card issues, cancellations, and processing
- Processing contributions, foundations, stock gifts
- Preparation of semi-annual and annual contribution statements
- Preparation and posting of monthly journal entries
- Assists in the stewardship process
- Performs additional department duties as needed

To apply, email a resume and cover letter to employment@firstpres-charlotte.org with the subject line "Staff Accountant Application"