



Staff Accountant

Job Description

Overview

Park Street Church (“PSC”), founded in 1809, is a large thriving evangelical church in downtown Boston, with a membership of 1200 and about 30 staff members. Given our location in Boston, PSC recognizes the opportunities for gospel ministry in the Boston area and we are seeking to grow in our connection with the city. We also have a strong global missions program with many missionaries around the globe. We are committed to life-giving biblical proclamation, to transformative relationships with one another across generations and ethnicities, and to faithful worship of the triune God. We understand that Christ has called us to live out the gospel using our heads, hearts, and hands. Doing this means that our property at the corner of Park and Tremont Streets is a busy and integral part of our ministry both to the PSC community and to use for outreach.

Our staff are committed to serving one another as we serve Christ. We meet weekly for a time of prayer and engagement in the Scripture, and we believe in the importance of collaboration for faithful ministry. The Staff Accountant will be responsible for assisting the Controller with the financial and business affairs of Park Street Church. This is a 40 hour per week position requiring expertise in accounting and helps ensure that the finance office accomplishes its purposes, including those described below, enabling the Church to do the work that Christ has called us to faithfully accomplish.

Accountability

The Staff Accountant will report to the Controller.

Scope of Typical Responsibilities

- Manage the Accounts Payable (A/P) function including vendor invoice processing (and negotiating), A/P accounting, check generation, ACH A/P payments, A/P filing, etc. Interact with cost center managers to verify invoices and account coding. Generate monthly reconciliation of key accounts and funds.
- Manage monthly credit card statement processing, including uploading receipts on behalf of church administrator and others as needed.
- Manage monthly processing of checks to missions organizations. Track and report on funds raised by Short-Term Missions (STM) trip participants.
- Manage weekly miscellaneous deposits, including parking coupons, etc.
- Manage and maintain various fund databases, including Deacon’s Fund, Missions’ Funds and others.
- Collaborate with ministers to ensure wedding income is recorded in database and disbursements are processed via payroll or A/P checks.
- Assist with weekly offering and bank deposit processing.
- Circulate quarterly budget vs. actual reports to cost center managers.
- Assist Controller in revising Chart of Accounts.
- Assist Controller with annual audit and budgeting as required.

- Develop a working knowledge of PSC's financial policies and procedures.
- Develop a working knowledge of the Realm suite of applications; maintain fund codes in the Realm People application.
- Develop a working knowledge of the Paylocity payroll system. Assist Controller with payroll processing.
- Work closely with the Controller to learn the Controller's duties and provide back-up and support to the Controller as required.

Required Qualifications

- A team player, flexible and enthusiastic, and committed to serving Christ and his church.
- Proficient in using Microsoft Excel and related applications (Word, Outlook, Acrobat).
- Experience using accounting software and generating financial reports.
- Attention to detail and accuracy.
- Proactive, internally motivated, good intuition of time and priority management.
- High level of spiritual maturity, insight and confidentiality.

Experience/Credentials Required

- A minimum of two years accounting experience.
- Bachelor's Degree in business administration, accounting or other related discipline is preferred.

Other Expectations and Opportunities

- Candidates will be asked to sign a statement of faith concerning their Christian commitment and other faith-related matters.
- Preference will be given to candidates who are members or are willing to become members of Park Street Church and become vitally involved in the life of the church.
- The roles and responsibilities of this position could expand, adopting certain responsibilities performed by the Controller.