

Staff Accountant
[First Presbyterian Church, St. Petersburg, Florida](#)

Qualified applicants should send a resume with cover letter to [hiring@fpc-stpete.org](mailto: hiring@fpc-stpete.org).

Mission

Support the mission of First Presbyterian Church by administering the church's financial business.

Primary Responsibilities

1. General bookkeeping and accounting.
2. Assist with development of annual budget.
3. Design and construct spreadsheets for detailed financial information.
4. Provide financial reports to Head of Staff, Session and Finance Committee as requested.
5. Maintain oversight of church accounts, investments and other special accounts, including endowment bequest terms and dispositions.
6. Manage the sale of securities gifted to the church according to the stated process.
7. Monitor contribution deposits into General Ledger; oversee the preparation of quarterly contribution reports.
8. Record non-contribution deposits and approved security transfers in General Ledger.
9. Coordinate receipts with the Office Manager.
10. Process and maintain personnel and time-reporting files.
11. Attend monthly Finance Committee meeting, weekly staff meeting and Session meetings when requested.

Required Skills and Talents

- Bachelor's degree in accounting or business.
- 3 – 5 years' experience in non-profit accounting.
- Working knowledge of ACS or other accounting software.

Compensation and Work Schedule:

- This is a part-time (+/- 20 hours per week) position.
- \$25 - \$30 per hour based on experience; paid semi-monthly.
- Reports to the Head of Staff.