

First Presbyterian Church  
Columbia, South Carolina

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Position Title: Assistant Accountant  
Reports To: Director of Finance and Operations

FSLA Status: Exempt  
Date: August 31, 2021

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**Primary Purpose of Position:**

Handle all Accounts Payable functions as well as assist with Payroll. Handle specific bookkeeping tasks as assigned.

**Essential Functions:**

1. Enter accounts payable invoices into accounting system and process checks.
2. File all supporting documentation for payables.
3. Reconcile monthly statements from vendors.
4. Ensure employee and vendor information is up to date in accounting system.
5. Assist with preparing, entering, and processing weekly, semi-monthly, and monthly payroll.
6. Assist with bookkeeping for online payment and giving platform.

**Additional Responsibilities:**

1. Assist members as needed in connection with the Accounting department.
2. Stay updated on online payment and giving platform.
3. Other duties as assigned by Director of Finance and Operations.

**Skills Required:**

1. Must be able to handle multiple projects at the same time.
2. Must communicate effectively and professionally with Ministers, staff, members, and external contacts and work independently with minimal supervision.
3. Must maintain level of trust and confidentiality.
4. 3 – 5 years of experience with accounts payable and bookkeeping.
5. Excellent computer skills in Word, Outlook, and Excel.