

Accounting & Purchasing Specialist Job Description

First Presbyterian Church Fort Worth



Position:	Accounting & Purchasing Specialist	Reports To:	Director, Finance & Accounting
FLSA Status:	Non-Exempt	Schedule:	Full-time, Monday through Friday, 8:30 a.m. to 5 p.m.
Location: Onsite at First Presbyterian Church, 1000 Penn St., Fort Worth, TX 76102			

To apply, email your resume to HR@fpcfww.org

Opportunity:

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach, commitment to serve our community, and our unmatched total compensation packages.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- As part of the Business Office team, this role will assist in transitioning the department from relying on paper-based processes to adopting more cloud-based solutions
- Proactively identify tasks that will improve efficiencies in support of our mission
- Assist department with various administrative tasks, ranging from creating and maintaining a comprehensive digital filing system and filing, maintaining, and distributing documents and reports as needed
- The primary functions for this position also support finance & accounting and responsible for purchasing for the Church and its entities:

Finance & Accounting

- Maintain accurate and up-to-date financial records using accounting software, including monthly reconciliations, journal entries, congregation contributions, and backup support for AP/AR, budgeting and forecasting
- Responsible for monthly entry of all staff credit card expenses. Reviews all credit card statements monthly and check the correct entry of all expenses in the system.
- Ensure compliance with scholarship requirements pertaining to policy adherence and financial obligations
- Manage 1099 vendors; prepare and file forms 1099 and 1096
- Dispute charges with vendors when applicable, ensure timely closure, and communicate updates to team
- Assist leaders in understanding accounting process and code invoices when necessary
- Stay informed about relevant accounting standards and ensure compliance with all applicable laws and regulations governing nonprofit organizations

Procurement

- Support Director, F&A in defining purchasing strategy and standard operating procedures (SOPs)

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- Responsible for maximizing economies of scale, managing Purchase Orders (POs) and supplier relationships, inventory, scheduling, and communicating delivery updates
- Support negotiations of business terms and conditions and support in contracting processes
- Identify opportunities for cost savings and operational efficiencies
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Associate's Degree in Accounting and/or three (3) or more years of bookkeeping experience, preferably with nonprofit experience
- Thorough understanding of the general ledger and its impact on all subsequent financial reporting
- Thorough understanding and experience complying with GAAP (Generally Accepted Accounting Principles)
- Experience extracting and maneuvering data to analyze, identify trends, and make recommendations
- Proficiency in Microsoft Office
- Purchasing experience is highly preferred
- Previous experience with financial software is required and experience with Shelby Next software is highly desirable
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- This position engages with people from all walks of life and must be able to adjust their communication styles to meet the needs of the audiences
- Excellent time management skills, including prioritization, balancing multiple assignments simultaneously, adhering to deadlines, and consistently following through
- Demonstrate integrity and ethics beyond reproach
- Strong analytical and problem-solving skills with high-level of accuracy, attention to detail, and ability to manage multiple responsibilities and projects concurrently
- Ability to handle and maintain confidential information with the utmost sensitivity and tact
- Ability to adapt to workplace stressors like noise and competing priorities
- Must be resourceful, flexible, and adaptable to changing priorities and able to work on a deadline
- The ability to adhere to process protocols and apply established protocols in a timely manner are required
- Excellent oral and written communication, interpersonal, cross-functional collaboration, and problem-solving skills
- Ability and willingness to negotiate contractual terms

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- Must adapt to workplace stressors such as loud noises or competing priorities
- Ability to meet deadlines and work in a sometimes stressful environment is essential

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- Strong visual acuity to perform activities, such as preparing and analyzing data and figures, proofreading, extensively viewing, and reading a computer terminal or device
- This position is primarily sedentary, but may be required to stand, walk, and sit, stoop, kneel, bend, crouch, twist, squat, push/pull, and move up to 15 pounds regularly. The role also requires the digital dexterity to assemble, retrieve and replace items and reach with hands and arms
- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments
- Must adhere to and apply process protocols timely
- Visual and mental concentration are necessary for working at the computer for extended periods of time and tolerating frequent interruptions while performing tasks

Team:

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, or any other status protected by law.

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity, paid on a semi-monthly basis. As a mission-based organization, we believe in supporting our employees through an amazing benefits package.

Full-time employees of First Presbyterian Church are immediately eligible to participate in our robust benefits package on day 1! First Pres provides our employees with **FREE** life, AD&D, and long-term disability insurance. **FREE** Health insurance is offered to employees and eligible dependents. Additional voluntary benefits are optional, such as dental, vision insurance, or short-term disability, at a low cost to employees. Beginning their first month, First Pres automatically contributes 10.5% of the employee's earnings to a retirement plan regardless of the employee's elections.

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