

Job Posting Staff Accountant I



IMMEDIATE JOB OPENING

Posted: 17 June 2026

Position Title: Staff Accountant I

Employment Status: Full-Time, Exempt

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

Application Instructions

Interested applicants should submit all required materials to:

Geneva Benefits Group

Attn: Heather Chambliss

Email: heather.chambliss@genevabenefits.org

Applicant Information

Applicant Name (First and Last): _____

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- Cover Letter Included
- Resume Included
- Agreement with Geneva's Employer Statement (see below)
- Agreement with Geneva's Statement of Faith (attached)

Employer Statement

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

About Geneva Benefits Group

Geneva serves those who serve others, providing practical support for the financial, physical, and emotional wellbeing of ministry leaders and workers.

Geneva was founded by the Presbyterian Church in America (PCA) and continues to serve the PCA and other reformed denominations.

Our Mission

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually, emotionally, and financially healthy.

Our Values

We Know You: We Understand Ministry Life

We Know How: We Continuously Pursue Excellence

We Care: Relationships Are Our Bottom Line

Job Description Staff Accountant I



Division:	Finance & Administration	FLSA Status:	Exempt Full-Time
Department:	Finance	Location:	On-site Lawrenceville, GA
Reports to:	Vice President of Finance & Administration	Work Schedule:	Monday–Friday 8:00 AM – 5:00 PM

Summary

The Staff Accountant supports the financial integrity, accuracy, and operational excellence of Geneva Benefits Group. This role oversees a broad range of accounting functions across Operations (OPS), Insurance (INS), and Relief (REL) programs. Responsibilities include reconciliations, general ledger management, financial reporting, accounts payable and receivable, cash management, and specialized program administration. The position requires strong analytical ability, exceptional attention to detail, and a commitment to Geneva’s mission of serving ministry leaders with excellence and care.

Key Responsibilities

Reconciliations

- Record and reconcile incoming deposits for various funds
- Research and resolve discrepancies in reporting systems
- Reconcile checking account statements and investment trust statements to Geneva records each month for the Relief fund.
- Reconcile vendor invoices to Geneva records to ensure accurate payment.
- Collect documentation from Relief giving platforms and complete monthly reconciliations.

Financial Reporting

- Prepare accurate financial statements for management and the Geneva Board, providing analysis and delivering reports on schedule.
- Prepare additional reports and financial materials required for Board meeting dockets.

General Ledger

- Ensure timely and accurate posting of all general ledger entries for Relief fund.
- Maintain and monitor the structure and accuracy of all general ledger accounts across all funds.

Cash Management

- Monitor cash balances and projected cash requirements.
- Transfer monthly trustee fees to Operating.

This Section to be Updated by HR Department Only

Title Staff Accountant I
Author C Lilly
Div Owner F&A
Approved by ELT

Doc Number JD-FIN-004
Creation Date 06/08/2026
Review Date 06/17/2026
Last Revised Date 06/17/2026

Accounts Payable

- Process Geneva staff expense reports.
- Process Operating fund payables via check or electronic payment.
- Process Relief fund payables
- Review vendor invoices and route them to department manager for approval.

Accounts Receivable

- Process and deposit all operating fund receipts (OPS).
- Monitor accounts receivable balances and follow up on overdue amounts.

General Assembly

- Support the Finance department with General Assembly responsibilities as assigned.

Audit

- Prepare audit workpapers and communicate with auditors as requested.

Administrative

- Develop, update, and maintain processes, procedures, and forms to support timely and accurate financial operations.

Qualifications

Faith and Mission Alignment

- Demonstrated devotion to Jesus Christ, personal holiness, and a passion for making Him known.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA preferred but not required).
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva's Statement of Faith and adherence to the organization's Code of Conduct.

Education

- Bachelor's degree in Accounting or Finance is required.

Experience

- Active CPA license, or clear progress/commitment toward CPA licensure.

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Core Competencies

- Strong written and verbal communication skills.
- Excellent organization and time-management abilities.
- Strong analytical and problem-solving skills.
- Ability to work independently and manage multiple deadlines.
- Service-oriented attitude and commitment to supporting others.
- Resourcefulness and adaptability in a dynamic environment.
- High degree of professionalism, confidentiality, and discretion.
- Ability to collaborate with Geneva personnel and PCA committees/agencies.
- Perseverance in challenging ministry and business environments.

Professional Development

- Ongoing participation in continuing education in relevant disciplines and skills.

Technical Skills

- Proficiency in Office 365, Adobe Acrobat, and other common business applications.
- Experience with collaboration and project management tools (e.g., Teams, Asana).
- Ability to learn and effectively use organizational systems and tools (e.g., CRM platforms).

Work Environment & Physical Requirements

- This is a fully on-site role requiring daily in-office presence.
- Prolonged periods of sitting, standing, and walking throughout the office.
- Occasional light lifting (up to 20 lbs.).
- Regular interaction with staff and vendors.
- Reasonable accommodation provided in accordance with applicable laws.

Additional Information

- Periodic travel may be required to support organizational needs.
- This role does not include supervisory or people-management responsibilities.

General Statement

- This job description is not intended to be an exhaustive list of all responsibilities. Employees may be assigned additional duties as needed to support organizational goals.
- This document does not constitute a contract of employment implied or otherwise; employment remains at-will.

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Purpose.

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

We Believe.

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

Policy Number	HR-008
Creation Date	07/26/2022
Review Date	08/05/2024
Last Revised Date	08/06/2024

POLICY
Statement of Faith



- 8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
- 9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

Signature	
Printed Name	
Date	

Return signed form to the Geneva's HR Department

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