



Prince of Peace Lutheran Church
13801 Fairview Drive • Burnsville MN. 55337
popmn.org

JOB DESCRIPTION

Accounting Specialist

Reports to: Accounting Manager

Status: Part time, 20 hours/week (0.5FTE)

Who We Are: Prince of Peace Lutheran Church, is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

Job Summary: The part time AR/AP Specialist will support Prince of Peace in its mission and ministry through exceptional administrative support. This position requires a team player with great attention to detail. This role reports to the Accounting Manager and supports the functions of the accounting and finance office.

Essential AP Functions:

- Process check requests and enter invoices into the payables system.
- Distribute cash boxes and Square – reconcile totals.
- Prepare checks for processing and sending, ensuring all relevant documentation is attached and signatures are collected before mailing.
- Maintain vendor records.
- Handle all billing disputes with outside vendors.
- Manage the church's credit card system by ensuring that all receipts have been vetted and applied to the relevant cardholder statement.

Essential AR Functions:

- Assist with counting and depositing of cash and electronic payments.
- Assist with producing and mailing year-end tax receipts and quarterly statements.
- Maintain Vanco database and assist members with their payments.
- Manage all document storage and monitor records per retention policy.
- Produce acknowledgements for memorial gifts and special thank you notes.
- Follow Internal Financial Control policies.
- Assist with annual audit.

Other Responsibilities:

- Attends and participates in weekly staff meetings and chapel.
- Works collaboratively with the entire POP ministry team and provides support as needed to other POP ministries.
- Other duties as assigned.

Minimum Qualifications:

- Associate degree in accounting or bookkeeping strongly preferred. Two years of related experience required.

Physical Requirements:

- Ability to lift up to 20 pounds occasionally. Ability to sit at the computer for long periods at a time.

Core Competencies:

- Confidentiality
- Strong communication and problem-solving skills
- Accurate, highly skilled in attention to detail and strong organizational skills
- Ability to accurately meet all deadlines on a weekly, monthly, quarterly, and annual basis
- Demonstrated knowledge of Microsoft Office products, including Excel, Word, and mail merge functions
- Ability to learn new computer systems (Realm)
- Ability to manage several projects simultaneously

Salary: \$22 - \$24/hour

Benefits: 0.50FTE employees are eligible to participate in the company 403b plan and will receive 80 hours of sick time per year.

Application: Email only. Send resume and cover letter materials to Lauren Rathke at lrathke@popmn.org

Prince of Peace encourages diversity in its workforce. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

