



mtpleasantbaptist.org

Position Title: Part-time Accountant
Reports to: Director of Administration
Employment state: Part-Time
FSLA status: Exempt
Work Arrangement: Hybrid after 90 days (16 hours per week)
Salary: \$40 per hour
Closing Date: July 6, 2026

About Mt Pleasant Baptist Church

Mount Pleasant Baptist Church (MPBC) was organized in 1866 in the historic Floris Schoolhouse in present-day Floris, Virginia in Herndon. MPBC's mission is to build the Kingdom of God one soul at a time through seeking and saving the lost, spiritual growth, service, and social engagement. We are a Kingdom-minded church that believes in the resurrecting power of Jesus Christ and His ability to transform lives.

Position Summary

MPBC is seeking an experienced Part-Time Accountant to oversee the Church's accounting functions and maintain accurate financial records. This position is responsible for processing weekly disbursements, managing payroll, preparing financial reports, year-end statements, and ensuring compliance with established financial policies and procedures.

The ideal candidate will bring strong accounting expertise, attention to detail, and the ability to work independently while supporting the financial stewardship of the church.

Key Responsibilities

- Maintain the church's general ledger and financial records.
- Process accounts payable and weekly disbursements.
- Administer payroll and related reporting requirements.
- Prepare monthly financial statements and supporting schedules.
- Reconcile bank and investment accounts.
- Assist with annual budgeting and financial planning processes.
- Ensure compliance with church financial policies and applicable regulations.
- Recommend and implement improvements to accounting procedures and internal controls.

Reverend Dr. Kevin E. Donalson, Senior Pastor
2516 Squirrel Hill Road * Herndon, Virginia 20171
(703) 793-1196

- Support audits, reviews, and other financial reporting requirements as needed.

Qualifications

Required

- The candidate will demonstrate professionalism, integrity, and a commitment to supporting the mission and ministry of the church.
- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 10 years of full-cycle accounting experience.
- Demonstrated experience preparing and analyzing monthly financial reports.
- Strong knowledge of payroll processing and accounting principles.
- Proficiency with QuickBooks Online, Bill.com, Microsoft Office applications.
- Exceptional organizational skills and attention to detail.
- Ability to work independently and maintain confidentiality.

Preferred

- Experience working with churches, nonprofits, or faith-based organizations.
- Familiarity with fund accounting and nonprofit financial reporting.
- Experience improving accounting processes and strengthening internal controls.

Benefits

While part-time employees may participate in selected church benefits and programs, this position is not eligible for employer-sponsored benefits.

How to apply

Qualified candidates should submit a resume and cover letter outlining their relevant experience and interest in serving with Mount Pleasant Baptist Church to hr@mtpleasantbaptist.org. Please, no calls.