



MOUNT PLEASANT  
BAPTIST CHURCH

God's World, Our Mission Field

Job Opening: Church Accountant

Organization: Mount Pleasant Baptist Church

Position Type: Full-Time

Job Description:

Mount Pleasant Baptist Church is seeking a dedicated and experienced Church Accountant to join our team. We are looking for a qualified individual to manage our financial activities and contribute to the financial well-being of our congregation. This is a full-time position that requires a strong background in accounting and finance, and exceptional interpersonal skills to work with our church community.

Responsibilities:

Perform general accounting functions, including but not limited to financial statement preparation, budget management, and payroll processing.

Oversee the church's financial records, ensuring accuracy, compliance, and transparency.

Collaborate with the church leadership to develop and manage budgets.

Maintain financial documentation and records for audits and reporting.

Handle accounts payable and receivable processes.

Provide financial guidance and support to the church leadership and congregation.

Requirements:

Bachelor's degree in accounting/finance.

CPA certification preferred but not mandatory.

2-3 years of work experience in an Accounting/Finance department, preferably within a non-profit or religious organization.

Proficiency in accounting software and Microsoft Office Suite. Knowledge of Automated Church System (ACS) Technology software, preferred.

Strong interpersonal and relationship-building skills to work effectively within our church community.

Excellent communication skills to convey financial information to non-financial stakeholders.

High ethical standards and the ability to handle sensitive and confidential information with discretion.

---

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

[www.mtpleasantbaptist.org](http://www.mtpleasantbaptist.org)



MOUNT PLEASANT  
BAPTIST CHURCH

---

God's World, Our Mission Field

---

#### How to Apply:

If you are a qualified and dedicated professional with a passion for finance and a desire to serve within a religious community, we encourage you to apply. To be considered for the position of Church Accountant at Mount Pleasant Baptist Church, please submit your resume detailing your educational background and work experience along with a cover letter explaining your interest in the role and your relevant qualifications to Rev. Melissa Holt or Deaconess Beverly Walker in the front office. They may also be emailed to [mholt@mtpleasantbaptist.org](mailto:mholt@mtpleasantbaptist.org).

---

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

*2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196*

*[www.mtpleasantbaptist.org](http://www.mtpleasantbaptist.org)*