

Staff Accountant

Preston Hollow Presbyterian Church | Dallas, Texas

Help Steward Resources That Make a Difference

At Preston Hollow Presbyterian Church, we believe faithful stewardship extends beyond balancing budgets; it helps make ministry possible.

Our mission is to awaken all to God's presence in every season of life, and our vision is a world trusting that all belong to God and living as we belong to one another. Every gift entrusted to PHPC supports worship, discipleship, community partnerships, outreach, and ministries that seek justice, compassion, and hope throughout Dallas and beyond.

About the Opportunity

We are seeking a Staff Accountant who values accuracy, integrity, collaboration, and continuous improvement to join our Finance team. You'll help steward the financial resources of the Church and its affiliated entities while supporting a growing finance function committed to excellence and service.

What You'll Do

- Support daily accounting operations and nonprofit fund accounting.
- Prepare reconciliations, journal entries, and month-end reporting.
- Record contributions and maintain donor financial records.
- Provide financial reporting and support to ministry leaders.
- Support audits and strong internal controls.
- Help strengthen accounting processes through continuous improvement.

What We're Looking For

- Experience in nonprofit accounting, including fund accounting.
- Strong accounting, reconciliation, and Excel skills.
- Excellent interpersonal skills and a collaborative spirit.
- Organized, detail-oriented, and committed to continuous improvement.
- Experience with ACS and/or Realm is preferred.

Why PHPC?

PHPC is an open and affirming congregation of the Presbyterian Church (USA) committed to serving our community with compassion, justice, and hope. We believe our work matters because it supports ministry that strengthens families, partners with organizations addressing community needs, nurtures faith across generations, and creates meaningful impact in Dallas and beyond.

What We Offer

- Full-time position with benefits
- Collaborative and supportive team
- Meaningful work that advances ministry and community impact
- Competitive compensation based on qualifications and experience

Your gifts can help others discover theirs. Join the team that's helping awaken all to God's presence in every season of life.

Interested applicants are invited to submit their resumes to Michael Martinez at mmartinez@phpc.org.