

Employment Opportunity

Pinewood Christian Academy in Bellville, GA is seeking an accounts payable/payroll specialist to join our business office staff, beginning June of 2025. The preferred candidate would either hold a degree in Accounting and/or have a minimum of 3 years experience in the field. The position would require:

- Professionalism and Confidentiality
- Competency in Accounts Payable
- Competency in Payroll
- Bank Reconciliations
- General Ledger journal entries
- Ability to produce monthly financial statements and other reports as needed
- Ability to work independently with attention to detail and good computer skills.
- Knowledge of Quickbooks

Interested candidates should complete an application found on the PCA website and submit to kcloud@pinewoodchristian.org.