

NORTHERN SEMINARY POSITION DESCRIPTION

Position Title: Accounting Associate (part-time)

Department: Business Office

Status: Non-Exempt

Reports To: Director of Operations

Position Summary: The Accounting Associate will support the business and accounting functions of the Seminary. This position is expected to manage prompt and accurate payment of invoices, ensure correct coding of expenses to departments and assist in the resolution of payment and deposit discrepancies. This position will assist the Director of Operations in various tasks including budgeting, audit preparation and monthly financial reporting.

Knowledge and Skills: Primary skills needed to successfully execute this job include strong computer skills, including knowledge of Blackbaud's Financial Edge and Raisers Edge software as well as Microsoft Office programs. Experience with nonprofit accounting is also a necessity. This individual must be able to assume responsibility for their assigned duties without a significant amount of direct supervision. This person must also be capable of understanding and working with budgets and financial reporting.

Duties and Responsibilities:

Accounts Payable –

- Receive invoices in the mail and distribute to proper individuals for approval
- Enter invoices into the accounts payable system in Financial Edge and process payment of invoices.

Journal Entries –

- Prepare journal entries for approval and posting by the Director of Operations.
- Perform end of month close on general ledger, student accounts, and donations.

Contributions –

- Post contributions to the donor system and prepare journal entries for approval and posting by the Director of Operations
- Send receipt thank you notes within 48 hours of contribution
- Prepare quarterly reports for Director of Development
- Maintain accurate endowment records and restricted giving records

Bank and Cash Management –

- Prepare and take deposits to the bank as needed, deposit checks through online banking system.
- Initiate ACH and wire transfers for approval by Director of Operations.
- Assist the Director of Operations in performing monthly bank reconciliations.
- Reconcile Petty Cash Accounts.

Grant Reporting

- Receive funding from grants

- Track expenses from grants in coordination with the advancement and operations offices

Accounts Receivable (Student Accounts)

- Receive student payments and post to student financial records
- Administer scholarships as directed scholarship and grant committee
- Invoice students for payments

Perform Additional Duties as assigned by the Director of Operations

Qualifications:

- Degree in accounting, finance, business administration or related field, preferred
- Experience in nonprofit accounting.
- Knowledge of Blackbaud , Financial Edge & Raisers Edge systems and Microsoft Office applications highly beneficial

Abilities:

- Ability to interact will all levels of personnel with positive interpersonal skills
- Strong administrative skills
- Knowledge of principles of nonprofit accounting
- Strong communication skills
- Strong attention to detail
- Problem-solving and analytical skills
- An articulated sense of call to work in a religious, higher education environment
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Working Conditions

- Office environment – ability to work in a fast paced and stressful environment
- May be sitting for long periods of time
- Use of computer – may be looking at computer screen for long periods of time
- Must be able to lift more than 10 pounds
- Part-time, non-exempt position with 20-25 hours per week over 3-4 work days and 51 weeks per year. (Northern closes the week between Christmas and the New Year
- Must be available to work when students are in the Lisle Center, Monday, Tuesday, and Thursday 4-7 p.m

Equal Opportunity Employer/Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern’s statement of faith and standard of conduct.

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