



Position Title: Accounting Associate (part-time)

Department: Business Office

Status: Non-Exempt

Reports To: Executive Director of Finance and 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 Executive Director of Finance and 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.
- Prepare journal entry for approval and posting by the Executive Director of Finance and Operations.

Journal Entries –

- Prepare journal entries for approval and posting by the Executive Director of Finance and Operations.
- Assist Executive Director of Finance and Operations with monthly journal entries for investments and student accounts.

Contributions –

- Coordinate with Advancement office personnel in posting contributions to the donor system and preparing journal entries for approval and posting by the Executive Director of Finance and Operations
- Act as back-up for Raiser's Edge entries when requested by the Executive Director of Finance and Operations

Bank and Cash Management –

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

Perform Additional Duties as assigned by the Executive Director of Finance and 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 with 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

Working Conditions: This is a part-time, non-exempt position with 20-25 hours per week. Flexibility is essential. Must be able to manage regular interruptions from inquiring personnel.

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 and have a sincere desire to be an integral part of the mission of the Seminary.

Interested Candidates should e-mail a resume and cover letter to businessoffice@seminary.edu.