



"Connecting People Who Care to Ministries that Matter"

Audit and Compliance Manager

The American Baptist Foundation is the denomination's center for creating and administering planned giving programs and individual philanthropic gifts to support American Baptist ministry and mission nationwide and around the world.

Responsibilities include:

General Fund/ABF Operations:

- Administer daily cash balancing and process cash receipts/disbursements for all bank accounts;
- Track purchases and sales in certain investment accounts and post monthly investment values.
- Administer accounts payable, accounts receivable—invoicing and check payments
- Create monthly budget reports;
- Verify each account on the general fund balance sheet (monthly)
- Administer posting and balancing of payroll expenses
- Process certain gift distributions

Annuities

- Annuity database maintenance (GiftWrap)
- Prepare new CGA agreements and related documents
- Track funding needed to cover payments
- Provide general client service for annuitants
- Prepare monthly annuity value reports and verify of annuity fund investment balances
- Track and file state reserve requirements for ABF and other third party CGA agreements
- 1099 Form completion

Audit

- Balance all sub ledger detail files (Maui, Giftwrap)
- Work with auditors to produce any information requested
- Verify draft of audit when completed
- Follow up with any changes recommended

Other duties as necessary

This role also serves as the primary back-up the Trust and Endowment Manager for certain responsibilities. Specific duties of this role may change over time.

Education, Experience and Competencies: Degree in Accounting or Finance with at least 5 years of relevant experience in a non-profit organization. Either formal education or acquired knowledge of investments and investment accounting and operations; Proficiency in MS Office products, accounting software and database systems; Excellent interpersonal and organizational skills; Detail oriented; Be able to communicate with money managers, brokers, custodians, and investment clients.

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits and paid time off (vacation, sick leave, and holidays).

Applicants should send a cover letter, resume and the names, addresses and phone numbers of three (3) professional references to jobs@abc-usa.org no later than January 31, 2014.