



The mission of American Baptist International Ministries is to glorify God in all the earth by crossing cultural boundaries to make followers of Jesus Christ.

INTERNATIONAL MINISTRIES

American Baptist International Ministries (IM) Job Posting Announcement

General Ledger Accountant

Join a vibrant ministry that is helping people all around the world *come* to Christ, *grow* in Christ, and *change* their world for Christ!

Role and Responsibility: The General Ledger Accountant is a Finance Team position within American Baptist International Ministries (IM). The General Ledger Accountant reports to the Controller of American Baptist International Ministries. Responsibilities include: Supporting the Controller in maintaining the integrity of the general ledger/financial statements; Assisting with compliance reporting including missionary and partner grant reporting; Updating detailed procedures to implement corporate and departmental policies; Providing support for the annual audit; Performing monthly close procedures; Assisting with reviewing, monitoring, reconciling, and analyzing general ledger accounts; Overseeing the fixed assets and prepaid schedules; Cross-training within the Finance Team to provide support to the team during absences; Developing various ad hoc reports as requested. Assist the Development Department with gift processing as per IM's guidelines.

Education, Experience and Competencies: Bachelor's degree in Accounting or Business with minimum 4-5 years accounting experience required and extensive knowledge of accounting principles. Must possess knowledge and commitment to the mission of American Baptist International Ministries. Requires high degree of integrity and excellent analytical, communication (written and oral including the ability to develop and write detailed procedures/reports), organizational and attention-to-detail skills. Evidence of global and/or cross-cultural experience preferred. Must be proficient with Microsoft Excel, Outlook, Word, and Dynamics/Great Plains/BI360 accounting software or comparable general ledger software. Financial Report writing experience preferred.

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

International Ministries serves more than 2,000 volunteer, short-term and long-term missionaries working in 70 countries. If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org

This posting will close on October 18, 2014.

www.internationalministries.org