



## American Baptist Home Mission Societies (ABHMS) is Searching for a Senior Accountant

The **American Baptist Home Mission Societies (ABHMS)** answers God's call to live out Christian faith and transform individuals, congregations and communities through developing Christ-centered leaders, networks and programs committed to witness and evangelism, social justice, discipleship and mission work across the United States and Puerto Rico. ABHMS is guided by its core values: We are Centered in Christ; We Claim the Whole Gospel, We Create Community, We Celebrate Diversity, We Collaborate for Mission and We Commit ourselves to Exemplary Stewardship.

### Why does ABHMS need a Senior Accountant?

ABHMS is looking for a highly motivated self-starter to be a part of the Finance team. This position has primary accounting and reporting responsibilities for ABHMS investments which includes ABHMS' endowment as well as the funds managed for partner entities. In addition, the person contributes to financial decision making by assembling, interpreting and analyzing data and then making recommendations to management. This position reports to the Director of Investments and to the Controller. This position is a full time, exempt position and is based at the Mission Center, 588 North Gulph Road, Valley Forge, PA.

### Essential Duties & Responsibilities

- Oversee and process all aspects of ABHMS investment accounting – maintain data accuracy and integrity of investment records; record purchases, sales and endowment fund participant activity; calculate net asset values (NAV); distribute monthly, quarterly and annual investment income; perform monthly account reconciliations
- Oversee and process the data flow between the investment system (ISIS), accounting system (Abila) and related sub-systems; assist with monthly, quarterly and year-end closing activities
- Monitor and review daily cash flow projections to ensure adequate cash on hand for operations
- Prepare monthly Common Investment Fund Treasurer's Report and participant statements
- Analyze investment returns and monitor investment holdings to insure compliance with ABHMS' socially responsible restrictions.
- Work with auditors to ensure accurate and timely information and a clean report
- Assist in preparation of annual budget
- Assist with tax compliance and preparation of annual tax filings
- Other duties as assigned

**Skills, Knowledge, Abilities & Competencies** The ideal candidate will be committed to ABHMS' mission and values and be able to thrive in a diverse and multicultural work environment. To perform this job successfully, an individual must be able to perform each essential duty. This position requires a high degree of attention to detail and accuracy as well as good planning, analytical, organizational and interpersonal skills. Must be an effective communicator, both written and orally. Nonprofit and investment accounting experience preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience** A Bachelor's degree in accounting, finance or business-related discipline. A minimum of five-years experience in finance, accounting or related field required. Must be proficient in Excel and computerized investment/accounting systems. Excellent planning, organizational and interpersonal skills with a proven ability to work in a highly detailed environment required. Experience working successfully in a multicultural team environment. The successful candidate will possess a passion for ministry and service consistent with the values of ABHMS.

**ABHMS** is a great place to work! We offer an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b). ABHMS provides the support needed to continue to develop our staff's knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia, PA.

Visit our web page to **APPLY**

[http://abhms.org/job\\_opportunities.cfm](http://abhms.org/job_opportunities.cfm)

**Application Deadline: August 15<sup>th</sup> 2014**

The American Baptist Home Mission Societies [www.abhms.org](http://www.abhms.org)