



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

International Ministries (IM) Job Posting Announcement

Staff Accountant – Accounts Payable and General Ledger

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 Staff Accountant – A/P and G/L is a Finance Team position within American Baptist International Ministries (IM). The Staff Accountant reports to the Controller of American Baptist International Ministries. Responsibilities include maintaining vendor files and communication with vendors; Processing weekly payables including, EFT's, wires, and check runs; Reconciling accounts payable and other assigned accounts; Assisting with audit schedules and documentation; Processing expense reports and reimbursements; Providing daily cash records and transmitting scanned checks electronically to the bank; Maintaining copier lease contract and other office equipment leases; Managing employee advances.

Education, Experience and Competencies: College degree in Accounting or Business preferred, or equivalent experience required (minimum 7 years). Knowledge and commitment to the mission of American Baptist International Ministries. Good communication skills and attention to detail. Evidence of global and/or cross-cultural experience preferred. Evidence of financial management skills and experience. Must be proficient with Microsoft Excel, Outlook, Word, and Dynamics/Great Plains accounting software or comparable general ledger software. Non-profit experience preferred.

Compensation: Competitive compensation package including employer paid contributions to a 403b 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 22, 2012.

www.internationalministries.org