



## **American Baptist Home Mission Societies (ABHMS) Is Searching for a Staff Accountant for A/R and Collections**

The **American Baptist Home Mission Societies (ABHMS)** is committed to developing resources that support nurturing spiritual growth, building diverse, healing communities, and strengthening churches through leadership and discipleship development. ABHMS works to cultivate Christian leaders, equip disciples and healing communities. ABHMS is guided by its core values including being centered in Christ, a commitment to diversity and exemplary stewardship.

### **Why does ABHMS need a Staff Accountant for A/R and Collections?**

We need a highly dedicated and energized person to be responsible for processing and reconciling all payments received including lockbox deposits, checks, cash, credit card transactions, and other electronic payments. This person is also responsible for completing daily bank deposits, researching and resolving payment discrepancies, and communicating with customers via phone, email, or mail regarding their account. We need a team-oriented person who enjoys communicating and serving our customers, donors, and ABHMS mission partners. We need a person in this role who has exemplary communication skills and excellent customer service skills. This is a full time nonexempt position based at the Mission Center, 588 North Gulph Road, Valley Forge, PA.

### **Essential Duties & Responsibilities**

- Enter, post and reconcile daily deposits, credit card transactions, electronic payments, mission contributions in donor system and general ledger
- Process inventory returns, allowances and refunds
- Mail, fax or email invoices to customers for payment
- Monitor and facilitate collection on past due account balances
- Assist with month-end closing
- Build and sustain strong relationships with customers, donors, and all ABHMS staff
- Ability to maintain confidentiality concerning financial files
- Function as Accounts Payable backup

### **Education and Experience**

- Commitment to ABHMS mission and values
- Associate's degree in Finance, Accounting, or related field
- Minimum of 3 years of accounting experience
- Detailed-oriented and able to maintain a high level of accuracy in preparing and entering financial information
- Strong organization skills and able to manage multiple priorities successfully
- Experience in researching and resolving accounting discrepancies
- Strong verbal and written communication skills
- Proficient with Microsoft Office applications, particularly in Word, Excel and Outlook
- Knowledge of Abila Fund accounting, Elan accounting module, DonorPerfect, or American Baptist Churches Information System (ABCIS) a plus

**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.

**Apply Now** <http://abhms.org/application/>

**Application Deadline: August 31, 2016**