



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](mailto:jobs@abc-usa.org)

This posting will close on October 22, 2012.

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[www.internationalministries.org](http://www.internationalministries.org)