



**“Connecting People Who Care to Ministries that Matter”**

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## **Staff Accountant**

The American Baptist Foundation is the denomination’s center for creating and administering planned giving programs and individual philanthropic gifts to support American Baptist ministry and mission nationwide and around the world. This is a full-time position reporting to the Executive Director and it is based in the AB Foundation’s headquarters located in Valley Forge, Pa.

### **Key Duties and Areas of Responsibilities include, but are not limited to**

#### ***General Fund Accounting/ABF Operations***

- Administer daily cash balancing and process cash receipts/disbursements for all bank accounts
- Track purchases and sales in certain investment accounts and post monthly investment values
- Administer accounts payable, accounts receivable—invoicing and check payments
- Create monthly budget reports
- Verify each account on the general fund balance sheet (monthly)
- Administer posting and balancing of expenses, including payroll account

#### ***Charitable Gifts and Endowment Administration***

- Review gift fund requirements from an accounting and gift agreement perspective in order to assist senior leadership with gift compliance
- Ensure compliance with regulatory standards
- Maintain internal controls and ensure accuracy and timely processing of all gifts and donations
- Process certain gift distributions

#### ***Audit***

- Balance all sub ledger detail files (Maui, Giftwrap)
- Work with auditors to produce any information requested and complete annual audits
- Follow up with any changes

#### ***Other duties as necessary***

- Collaborate with ABF’s Operations Specialist and serve as a backup for certain responsibilities.
- Specific duties of this role may change over time.

**Education and Experience required:**

- Bachelor's Degree in finance, accounting, management, business, or related field, or equivalent combination of education and/or experience
- Minimum of 5 years of relevant experience in a non-profit organization
- Knowledge of investments and investment accounting preferred
- Knowledge of applied principles of accounting.
- Excellent interpersonal and organizational skills with a sharp attention to details.
- Ability to effectively communicate with internal and external clients and diverse stakeholders.
- Knowledge of American Baptist church polity a plus
- Analytical and critical thinking and planning skills essential
- Resourceful and skilled in problem-solving
- Able to work with multiple deadlines and competing priorities, and succeed in a teamwork environment
- Ability to communicate and present information in a clear and concise manner both in writing and verbally
- Advanced proficiency in business applications, specifically MS Office Suite and accounting software and database systems required.

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

To apply, submit a cover letter, resumé and contact information for three (3) professional references

[https://abhomemissions.formstack.com/forms/abf\\_online\\_employment\\_app](https://abhomemissions.formstack.com/forms/abf_online_employment_app)

Deadline: **May 22, 2017**

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