

Hours: 20 hours/week FLSA Status: Exempt-professional

Accountability: The Accountant I is part of the Business and Finance Department and reports to the Controller.

Position Summary: The Accountant I is responsible for the accounting functions at Western such as journal entries, bank and other reconciliation processes; supports the Controller in maintaining the accounting system. Under the direction of the Controller, applies broad understanding of accounting principles and the Seminary's finance structure to perform a variety of accounting functions. Depending on area of assignment, prepares and maintains transaction records related to accounts payable, loan disbursements, cash receipts/accounts receivable and payments to vendors. Monitors transactions such as vendor invoices and returned checks and interacts to make decisions and resolve problems related to those transactions. Prepares regular reports such as federal/state reports and financial statements. Job requires well-developed verbal skills to present, explain and exchange technical or complex information. Incumbent is a key contributor in maintaining the financial integrity of the financial systems.

Essential Functions:

- Performs regular processing of vendor invoices, funds management and/or other tasks that require the application of a broad spectrum of accounting principles.
- Monitors financial transactions.
- Compiles and reviews statements and/or prepares reports on fund and transaction activities routinely and upon request.
- Performs reconciliation of accounts, bank and other processes.
- Assists in the preparation of budgets for assigned area of responsibility.
- Provides technical information and assistance to other accounting personnel, department managers and other staff regarding college accounting requirements and the use of automated systems.
- Develops positive working relationships with vendors, banks and organizations related to assigned work.
- Applies complex policies and procedures to area of responsibility, keeping precise records.
- Uses both personal and mainframe computers to complete and monitor activities assigned. Works with spreadsheets and other software applications to accurately perform duties.
- Help in reviewing and/or monitor others' finance or accounting work assignments.
- Performs other related duties as assigned.

Qualifications:

- Bachelor's degree required, preferably with an accounting emphasis
- Detail oriented with ability to handle records with high degree of accuracy, efficiency and productivity
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependable - at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Customer service - manages client/customer questions, responds promptly to customer needs, and solicits customer feedback to improve services.
- Communication- identifies questions and resolves issues through active listening, provides information effectively in person, by email or by phone.
- Excellent organizational, analytical and technical skills and the ability to work under deadlines
- Self-starter and self-motivated
- Previous experience with accounts receivable and/or payables preferred.
- Absolutely honest - it goes without saying, this person must be worthy of trust
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the governing virtues of the Seminary.