



Accountant – Portland

Hours: 40 hours/week (1.0 FTE)

Accountability: Reports to Western Seminary's Controller

Position Summary: The Accountant is a professional-level position that requires a strong understanding of generally accepted accounting principles (GAAP). This position is responsible for day-to-day accounts payable functions, including bank and vendor reconciliations, general ledger reconciliations, interacting with the external audit firm, and problem-solving as needed. This position is a key contributor to maintaining the financial integrity of the Seminary's financial records and systems.

Essential Functions:

- Performs regular processing of vendor invoices, check requests, employee reimbursements, and/or other tasks that require the application of a broad spectrum of accounting principles.
- Assists the Controller in the annual external audit of Western financial statements.
- Monitors financial transactions.
- Compiles and reviews statements and/or prepares reports on fund and transaction activities routinely and upon request.
- Provides back-up support for the processing and recording of student ledger payments, and resolves student account questions and queries.
- Performs reconciliation of accounts, bank, and other processes.
- Provides technical information and assistance to other accounting personnel, department managers, and other staff regarding technical accounting requirements and the use of automated systems.
- Maintains positive working relationships with vendors, banks, and organizations related to assigned work.
- Uses both personal and mainframe computers to complete and monitor activities assigned. Works with spreadsheets and other software applications to perform duties accurately.
- Oversee monthly credit card expense processing. Ensure timely distribution and processing of monthly credit card charges to each individual cardholder's department. Timely follow-up with staff to ensure transactions are reviewed and approved by the supervisor and supporting documentation in a set time-frame. Ensure accurate and timely processing of charges into Western Seminary's ledger.



- Provide backup support for mailroom functions, payroll functions, and staff and students' inquiries, as needed.
- Performs other related duties as assigned.

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree or higher in Accounting, Finance, and/or Information Systems is preferred, and at least 3-5 years of relevant working experience.
- Proficiency in accounting systems, MS Office products, and data analytics
- Detail-oriented with ability to handle records with a high degree of accuracy, efficiency, confidentiality, 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 – the individual manages customers' questions, including vendors, staff, and/or students, responds promptly to customer needs, and solicits customer feedback to improve services.
- Communication- the individual 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