Job Opportunity – Accounting Clerk (Part-Time)

Adventist Information Ministry, a ministry of the North American Division (NAD) of the Seventh-day Adventist Church, seeks an Accounting Clerk to work directly with and under the supervision of the AIM Business Manager.

ESSENTIAL JOB FUNCTIONS

- Payables – receive invoices and match them with orders, verify that information is accurate and make corrections as needed, assign account numbers, file all related documentation and deliver originals to Business Manager to be paid
- Receivables – open mail and post payments to the correct accounts, prepare bank deposits and deposit in the bank
- Bank Reconciliations – reconcile general ledger with bank statements
- Reliable vehicle and valid driver’s license to make bank deposits
- Process employee expense reports: Verify documentation and forward to Business Manager
- Produce monthly Firms Billing and mail to AIM Clients
- Assist Business Manager in maintaining and reconciling all financial records
- Quality control bi-weekly payroll information and process if needed
- Successfully communicate through all levels of organization
- Perform other functions as deemed necessary by Director and Business Manager

EDUCATION/EXPERIENCE/CREDS:  Associate Degree in Bookkeeping/Accounting.  Appropriate successful work experience or education may be considered in lieu of a degree.

This position is open to students and community members.  Long-term commitment and stability are desired (at least two years, including summer and other school breaks).  The work schedule is flexible, but will require 10–15 hours per week.  Morning and/or afternoon availability are desirable.  Student applicants should qualify for employment under the student labor policies of Andrews University.

AIM is an evangelistic contact center that supports dozens of media ministries within the NAD.  Consequently, candidates should understand and support the principles, policies, and beliefs of the church and exhibit strong dedication to its mission of soul winning.

Interested individuals should submit a cover letter and résumé
Contact: Joel Edgar — JoelE@callaim.org