

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree, preferably in Accounting, or equivalent experience
- Strong oral and written communication skills
- Strong Microsoft Windows skills, especially Excel
- Ability to work in a team environment
- Ability to deal with financial and personnel information in a confidential manner
- Ability to organize and pay attention to detail
- Ability to work under pressure of deadlines, working overtime as needed
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

INTERVARSITY PRESS

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Westmont, IL 60559

We are taking applications for this position as of August 2010
Direct inquiries to royaltyjob@ivpress.com