



## **Staff Accountant**

Northern Seminary is seeking a part-time Staff Accountant who will support the business and accounting functions of Northern Seminary. This is a highly visible position with a great deal of student contact both in person and by telephone to accept student account payments. The Staff Accountant is responsible for the correct posting and coding of donor contributions into the donor system. This position is also expected to manage prompt and accurate payment of invoices and ensure correct coding of expenses to departments. This position will assist the Controller in various tasks including budgeting, audit preparation and monthly financial reporting.

### **Qualifications:**

- Knowledge of principles of non-profit accounting
- Ability to interact with all levels of personnel
- Strong administrative, interpersonal and communication skills
- Ability to work independently and as a team player
- Strong attention to detail
- Problem solving and analytical skills
- Knowledge and experience using Blackbaud's Financial Edge and Raisers Edge systems and Microsoft Office applications
- Ability to manage multiple projects and interruptions from inquiring personnel and students
- Strong time management skills necessary

### **Education and Experience:**

- Bachelor's degree in accounting, business administration or related field (preferred)
- Experience in non-profit accounting

This position is projected to start in August. This is a part-time position with 15-25 hours per week over 4-5 work days. Busier times during the year may require additional hours. Flexibility is essential. This position pays \$13 - \$15 per hour commensurate with background and qualifications.

Please send cover letter and resume to Jenean L. Moore by Friday, July 16, 2010

Email: [jlmoore@seminary.edu](mailto:jlmoore@seminary.edu)

Fax: (630)705-8141

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