

Job Title: Accountant Clerk
Department: Business Office - Reports to Controller
Work Schedule: 40 hours weekly Schedule: Mon – Fri
<p><u>PRIMARY DUTIES:</u></p> <p>Accounts Payable Processing</p> <ul style="list-style-type: none"> • Distribute invoices to appropriate departments • Verify and process all accounts payables in Great Plains and Paymerang • Cams Batch Posting & integrations into Great Plains Accounting System • Process 1099 forms annually <p>Student Accounts Receivable Responsibilities</p> <ul style="list-style-type: none"> • CAMS Batch Posting & integrations into Great Plains Accounting System • Print and Mail Student Statements • Assist with processing 1099-T forms annually <p>Other Accounts Receivable Duties:</p> <ul style="list-style-type: none"> • Post invoices/payments from dCW-Online Colleges • Post miscellaneous cash receipts • Review and Post Donor batches <p>Accounting</p> <ul style="list-style-type: none"> • Enter month-end journal entries • Assist with reconciliation of General Ledger Accounts • Process outstanding checks • Input and Export/Import Annual Budget • Assist with Year End Close and Audit as needed
<p><u>MISCELLANEOUS DUTIES:</u></p> <ul style="list-style-type: none"> • Assist with Student Account Collections • Make Bank Deposits as needed • Distribute Mail as needed • Other duties as required <p><u>QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • A Christian whose faith and life are in harmony with the doctrine of the Church of the Nazarene and the culture of Nazarene Bible College • Associates Degree in Accounting or Finance and/or equivalent work experience • Extreme Attention to Detail • High Level of confidentiality • Strong Interpersonal skills • Experience with software usage including Microsoft Office Suite <p><u>PHYSICAL DEMANDS:</u></p> <ul style="list-style-type: none"> • While performing the duties of this job, the employee is regularly required talk, hear, and use hands to handle or feel. The employee must be able to stand; reach with hands and arms. The employee frequently is required to walk, climb, balance bend or stoop. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must be able to sit at a computer desk and use a computer keyboard and mouse without discomfort.

Nazarene Bible College is an equal opportunity employer. Nazarene Bible College subscribes to the principles applicable state and federal government laws pertaining to civil rights, equal employment opportunity (EEOC), and the Americans with Disabilities Act (ADA), including Title IX of Education Amendments of 1972. Nazarene Bible College prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, or handicap in recruitment of students, employment*, scholarship and loan programs, and in the operation of all college-administered programs, activities, and services. Nazarene Bible College does expect all employees to be in compliance with the college's purpose, mission, and standard of conduct.

As a private, educational institution affiliated with the Church of the Nazarene, Nazarene Bible College reserves the right to prefer employees on the basis of religion. This policy complies with Title VII, Section 702-703, U.S. Civil Rights Act of 1964. Candidates for employment will have a strong connection to the Christian faith in line with the Wesleyan tradition.