



COMMUNITY BIBLE STUDY

To make disciples of the Lord Jesus Christ in our communities
through caring in-depth Bible study, available to all.

Position: Staff Accountant

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About Community Bible Study

Community Bible Study is an interdenominational Bible study for the community. We offer a wide range of courses in classes throughout the United States and around the world. We welcome people from all backgrounds and levels of Bible knowledge into our classes.

For more than 36 years, Community Bible Study has been helping people - from children to seniors - to grow in their knowledge and love of Jesus Christ.

CBS Mission Statement: *To make disciples of the Lord Jesus Christ in our communities through caring, in-depth Bible study, available to all.*

CBS Vision Statement: *Transformed Lives Through the Word of God*

CBS Core Values: *Trusting in God's Provision, Inclusiveness, Excellence, Integrity, Transparency, Servant Leadership*

Position Description

The Staff Accountant position is responsible for processing all Accounts Payable Invoices, processing Expense Reports in accordance with company policy, and assisting with Donor Receipting, utilizing the ACCPAC ERP System and our Donor Management System.

Responsibilities

- Set-up New Vendors, Obtain W-9's and Issue 1099's per IRS Regulations
- Prepare and Process Invoices and Expense Reports
- Issue Checks in Accordance with Payment Terms
- Ensure Compliance with Company Invoice Approval and Documentation Policy
- Correctly Assign G/L and Project Numbers to Invoices and Expense Reports
- Recommend and Implement Process Improvement Changes
- Imaging of Documentation
- Data Entry and Audit of Donations

Qualifications

CBS is seeking a team focused Staff Accountant who has a minimum two years of relevant accounts payable experience, preferably in a Not-For-Profit Organization.

- Self-motivated and detail oriented
- Passionate, innovative, team player
- Excellent verbal and written communication skills
- Able to interact comfortably and professionally with leadership at all levels
- Experience in using enterprise-wide accounting systems
- Exposure to Business Process Analysis/Re-engineering helpful
- Proficient in Microsoft Office

Other

- Belief and adherence to the Statement of Faith and commitment to the Mission of Community Bible Study
- This is a full time position, reporting to the Chief Financial Officer
- Work Location: The CBS Ministry Service Center, Colorado Springs, Colorado
- Relocation reimbursement is not available for this position