



CALVIN
THEOLOGICAL
SEMINARY

Job Title: Accounting Clerk
Department: Financial Services Office
Reports to: Controller
Status: Part-time, Non-exempt

SUMMARY

The Accounting Clerk will perform general accounts payable and receivable duties of the Financial Services Office. The position provides support to faculty, staff, students and others for financial matters including student billing and payments, journal entries, year-end tax forms and other financial duties following accounting protocols and internal controls. This position is a year-round part-time on-site position with limited flexibility for some hours of remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process accounts payable, entering invoices, preparing check, ACH and wire payments on a weekly basis.
- Process accounts receivable, recording receipts from student payments and donor donations, depositing cash and checks, and following up on overdue invoices.
- Provide customer service to students with questions about their student billing transactions and payments.
- Record journal entries and other financial transactions.
- Assist in preparing year-end tax reports and statements (1099-NEC, 1098 T, etc).
- Assist Accountant and Controller with various projects as assigned.
- Perform other duties as assigned to assist the Financial Services Office and Calvin Seminary.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position requires a high school diploma or equivalent and prefers one to three years of office, bookkeeping or accounting experience. Basic knowledge of accounting principles, processes and terminology are preferred.

COMMUNICATION SKILLS

Coordinating many financial details and policies requires clear written and oral communication with faculty, staff, students and others. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves managing projects and assignments requiring some decision-making authority and the ability to take initiative. The position requires the ability to think clearly and act responsively with sound judgement and discretion.

OTHER SKILLS AND ABILITIES

1. Understanding of and ability to adhere to generally accepted accounting principles.
2. Excellent organization, accuracy and attention to details.
3. Flexibility and ability to manage multiple tasks.
4. Work cooperatively with others and also work well independently.
5. Initiative and problem-solving.
6. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite, especially Excel; proficient in accounting software and able to learn new systems.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: October 2024