



We are looking for an Investment Accountant

For nearly two hundred years, **American Baptist Home Mission Societies** has answered God's call to meet the needs of those living on the margins. We develop programs, publications, and resources that encourage, equip, and strengthen Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.

Why does ABHMS need an Investment Accountant?

Do you possess a strong finance acumen and leadership skills? Do you have a keen analytical eye? Do you love details and accounting risks and controls? Are you self-directed and motivated? Do you want to work in an organization that makes a difference in people's lives? Then you might want to consider applying for the ABHMS Investment Accountant position.

This position has primary accounting and reporting responsibilities for ABHMS investments which includes ABHMS' endowment fund as well as the funds managed for partner entities. The Common Investment Fund is an actively managed fund that actively engages in a full range of socially responsible investing activities. Additionally, the position contributes to financial decision making by assembling and analyzing data and then making recommendations to management. This position reports to the Director of Investments and to the Controller. This position is a full-time, exempt position and is based at the Leadership and Mission Building, 1075 First Avenue, King of Prussia, PA.

Essential Duties & Responsibilities

- Oversee and process all aspects of ABHMS investment accounting – maintain data accuracy and integrity of investment records; perform monthly account reconciliations; verify and reconcile monthly data integration to investment management system; process unit purchases, sales and endowment fund participant activity; calculate monthly net asset values (NAV); accrue and distribute investment income and expenses; verify and prepare quarterly manager fee invoices for payment
- Prepare and distribute monthly partner statements; review and reconcile Common Investment Fund Treasurer's Report to accounting system after month-end close
- Oversee and process the data flow between the investment management system (Vestserve IMS) and accounting system (Abila)
- Administer and reconcile the other ABHMS investment accounts, including

pooled-income fund and annuity fund; assist with monthly, quarterly and year-end closing activities

- Analyze investment returns and monitor investment holdings to ensure compliance with ABHMS' socially responsible restrictions
- Prepare, analyze and review data and financial reports for annual audit. This includes reports from investment management system and accounting system. Contribute to preparation of CIF financial statements & footnotes
- Assist in preparation of annual budget
- Other duties as assigned.

Skills, Knowledge, Abilities & Competencies The ideal candidate will be committed to ABHMS' mission and values and be able to thrive in a diverse and multicultural work environment. To perform this job successfully, an individual must be able to perform each essential duty. This position requires a high degree of attention to detail and accuracy as well as good planning, analytical, organizational and interpersonal skills. Must be an effective communicator, both written and orally. Nonprofit and investment accounting experience preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience A Bachelor's degree in accounting, finance or business-related discipline. A minimum of three years' experience in finance, accounting or related field required, with preference in investment accounting or mutual fund accounting experience. Must be proficient in Excel and computerized investment/accounting systems. Excellent planning, organizational and interpersonal skills with a proven ability to work in a highly detailed environment required. Experience working successfully in a multicultural team environment. The successful candidate will possess a passion for ministry and service consistent with the values of ABHMS.

ABHMS is a great place to work! We offer an excellent compensation package: salary and benefits (health insurance, paid vacation and paid sick time, participation in a fully vested 403b, paid maternity/paternity leave, continuing education grant, plus many others). ABHMS provides support to continue to develop staff knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at 1075 1st Avenue, King of Prussia, Pa.

ABHMS is an equal opportunity employer. We do not discriminate and take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

We will begin reviewing applications immediately.

If interested in applying: send **Cover Letter and Current Resumé** LMiraz@abhms.org