Position Description

**Position:** Contract: Trauma Healing Initiative Part-Time Bookkeeper

**Reports to:** Director, Trauma Healing Initiative

**Supervision:** Director, Trauma Healing Initiative

**Collaborate:** Office of Academic Affairs, Finance

**Hours:** Contract - 15-20 hours per month

**Organization Overview**

For 190 years, we have been a progressive leader within the Reformed tradition committed to fostering a community of Christian leadership that serve diverse ministries and congregations in a challenging and complex world. Through academic excellence, critical reflection, and transforming witness, McCormick Theological Seminary uniquely equips excellent Church leaders for faithful, inclusive, and liberating ministries in God’s world.

Over a three-year period, McCormick Theological Seminary will engage in institution-wide learning and practices of engagement that advance its mission of healing and reform. Initially funded by a $1M grant from the Lily Endowment Incorporated (LEI), The Heart-Work Rising Trauma Healing Initiative (THI) embeds the practice of Healing Centered Engagement as a model of response to systemic trauma and a necessary competency for pastoral leaders and communities. THI’s goal is to advance MTS Mission, its Community Engagement and Educational Strategies such that an increased number of clergy and congregations are equipped to respond to trauma with a healing centered approach that recognizes the communal and systemic nature of trauma and the importance of prioritizing clergy and congregation wellbeing. To accomplish this, the Heart-Work Rising THI engages MTS employees, students, and community pastors in education and training on trauma informed and healing centered practices towards the goal of strengthening theological education and ministerial practice.

**Position Summary**

The THI bookkeeper performs the accounting and financial service functions for the grant administration, compliance, and financial reports of the grant through their final closing. These functions include: accounts payable, preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of the grant transactions for compliance with the fund requirements, and financial grant reporting including preparation of reports for granting authorities.
Responsibilities

Accounts payable/bill management

- Manage all accounts payable and properly code to grant
- Monitor charges for reasonableness and compliance
- Enter and record expense reports and credit card transactions for program director
- Maintain efficient electronic and paper filing systems for financial records

Reporting

- Prepare monthly report packages
- Prepare budget-to-actual grant spending reports
- Prepare financial projections
- Prepares or assists in the preparation of all applicable fiscal reports and ensures the timely submission thereof

Grant Finance

- Provide basic financial oversight for funds related to grant projects
- Monitor/track the status of the program through its program life cycle
- Work with grant director on preparing grant budgets and narratives

Education and/or Experience

At least 2 years of general accounting experience or equivalent experience managing grants. This should include ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/or annual reporting.

Non-profit organization experience preferred.

Qualifications

- Must possess a high level of accuracy and be detail oriented
- Excellent interpersonal, problem-solving and organizational skills
- Knowledge of generally accepted accounting principles
- Knowledge of accounting practices and grants management procedures
- Bachelor’s degree in accounting or business administration, or equivalent business experience preferred

Personal Characteristics

- Orientation to and background of servant leadership
- Passion for MTS’s mission and purpose and ability to communicate this passion to others
- Ability to serve as an advocate and exemplar for the vision, values, and mission of MTS
- Demonstrated strong relational skills
All interested applicants should send their cover letter and resume to the Human Resources Department at mccormickhr@mccormick.edu.