



## **ADMINISTRATIVE COORDINATOR/ACCOUNTING CLERK**

### POSITION DESCRIPTION

**General Description:** The Administrative Coordinator/Accounting Clerk performs administrative and basic accounting activities for the Seminary. The Administrative Coordinator/Accounting Clerk reports to the Controller/Assistant Treasurer.

#### **Essential Functions:**

1. Business Office Support
  - Serve as the primary front-line contact for the Business Office (in-person, phone, email)
  - Maintain office organization, filing systems (digital and physical), and document retention practices
  - Assist with coordination of business office workflows, deadlines, and calendars
  - Prepare routine reports, correspondence, and internal communications
2. Student Support
  - Respond to student inquiries related to billing, payments, and account status
  - Process student payments and provide receipts and account summaries
  - Provide courteous, service-oriented support while maintaining confidentiality (FERPA awareness)
  - Assist in resolving student account discrepancies
3. Administrative Support
  - Schedule meetings, take minutes, and support business office committees or projects
  - Manage incoming and outgoing correspondence, including mail distribution
  - Maintain calendars and coordinate appointments for business office staff
  - Prepare presentations, spreadsheets, and reports as needed
  - Assist with event logistics related to business office functions
4. Accounting Support
  - Assist with accounts payable and receivable processing
  - Enter financial transactions into accounting systems accurately and timely
  - Reconcile basic accounts and assist with monthly financial close processes
  - Ensure compliance with internal controls and financial policies
  - Support external audits by compiling requested financial data
5. Adhere to seminary standards of professionalism, confidentiality, and integrity.
6. Other duties as requested.

#### **Minimum Qualifications:**

- One to three years administrative experience
- Proficiency with Microsoft Office Suite, including Excel and Outlook
- Familiarity with budgeting, invoicing, and basic accounting processes; experience with NetSuite or similar systems preferred

#### **Knowledge, Skills and Abilities:**

- Customer service oriented
- Problem solving
- Ability to work with a diverse constituency in a non-profit, religious and educational environment
- Analytical ability
- Attention to detail

**Classification:**

- Full-time
- Non-exempt
- Not telework eligible – on campus only

**APPLICATION PROCESS:** To apply, please submit your cover letter, resume, and three professional references with contact information to [searchteambusofc@ctsnet.edu](mailto:searchteambusofc@ctsnet.edu). Applications accepted through July 17, 2026.

**PHYSICAL DEMANDS:** Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Occasional evening and weekend work is necessary.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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