

**EMPLOYMENT OPPORTUNITY  
NATIONAL WMU  
BIRMINGHAM, ALABAMA**



**JOB TITLE:** *Staff Accountant*

**HUB:** Resources

**STATUS:** Full-time Equivalent (36-Hour Work Week)

**HUB ROLE:**

To serve as a member of the Resources Hub, and to handle the Accounts Payable and related functions for WMU, WMU Foundation (WMUF), and Baptist Nursing Fellowship (BNF to assist in recording investments for the WMUF; and to provide reporting for sales/use taxes, 1099's and unclaimed funds (escheat).

**KEY RESPONSIBILITIES:**

- Processes invoices, freight bills, check requests, travel expense reports, ACH payments and international wire payments.
- Enters data into the Accounts Payable System, verifies authorizations, assigns account numbers, check invoice calculations, and follows-up on vendor inquiries and statements.
- Performs period-end processing to include journal entries, accruals, and account reconciliations.
- Maintains electronic purchase orders templates and sequential numeration and tracking.
- Inputs purchase information into the Fixed Assets System.
- Maintains records and prepares reports for sales/user taxes, 1099's and unclaimed funds.
- Organizes accounting files and prepares record retention documents.
- Maintain and order office supplies for the department.

**QUALIFICATIONS:**

- High school diploma or equivalent and three to five years' experience working with a General Ledger, Excel, and Accounts Payable; Or
- Bachelor's degree in accounting and some accounting work experience that involves using a General Ledger and handling Accounts Payable.
- Experience and abilities with office equipment (computers, digital phones, copier, fax, etc.) and the use of network and Internet resources.
- Good organizational skills.
- Experience in not-for-profit organizations and accounting a plus, but not required.

If you are interested in this position, submit your resume to Human Resources:

- Email: [hr@wmu.org](mailto:hr@wmu.org)
- Fax: (205) 995-4827
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months. WMU is an equal opportunity employer.

We appreciate your visit to our website. Position vacancies are posted as they come available.

