Job Title: Accounting Intern
Team: Financial Services
Group: Missions Support
Location: Alpharetta
Reports to: Accounting Supervisor

Summary:
This position will support NAMB's ministry objectives in Sharing Christ, Starting Churches, and Sending Missionaries and Volunteers by assisting in the various accounting functions of General Ledger & Financial Reporting, Budgeting, Accounts Payable, and Accounts Receivable.

Essential Functions:

1. Gain an understanding of the audit process by collecting, organizing, and drafting schedules for the completion of NAMB's audit.
2. Take part in the funding of our partners and learn the budgeting process in order to obtain experience in both areas.
3. Be familiar with our corporate policies and procedures while assisting in the functions of Accounts Payable and Accounts Receivable.
4. Learn the various software systems at NAMB, how we pull financial information from them, as well as how we use that information to provide reporting to leadership.

Education and/or Experience:
Minimum in-progress undergraduate college degree and experience in related field, or equivalent combination of education and experience.

Christian Walk:
Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

Communication Skills:
Must have the ability to understand and communicate English. Accurate spelling, grammar, punctuation, capitalization and business writing essential. Ability to respond to common inquiries from customers.

Mathematical Skills:
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills, Abilities, & Qualifications:
Microsoft Excel is required. Microsoft Word, PowerPoint and Outlook are preferred. Use of simple copiers and office machines necessary. Typing skills required at no less than 55 words per minute; prefer 65 and above.

Physical Demands:
While performing the duties of this job, the person in this position is regularly required to sit and talk or hear, frequently required to reach with hands and arms, and occasionally required to stand and walk. Must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Personal Qualities:
Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment. Aware of personal strengths and shortcomings and benefits from constructive criticism. Is a member of a local church and takes an active role as time permits. Demonstrates energy, with a bright, positive affect, warmth and genuine interest in people.