

HISPANIC THEOLOGICAL INITIATIVE
Accounting Coordinator

JOB DESCRIPTION

TITLE: Accounting Coordinator

STATUS: Non-Exempt (Part-time, Hybrid – Remote and in-person) up to 20 hours per week

REPORTS TO: Operations Associate Director

PURPOSE: The Hispanic Theological Initiative (HTI) mission is cultivating Latinx PhDs leadership positions in the academy, church, and the world. With the support of the 23 consortium member institutions, the mission and vision of HTI revolves around three major goals:

1. Increase the recruitment, retention, and graduation rates of Latine PhD students across the nation by uniting and leveraging institutional resources.
2. Increase the presence of Latine leaders and faculty- especially, tenured faculty in seminaries, schools of theology, and universities.
3. Provide a forum for exchange of information, ideas, and best practices to engage the contributions of Latine faculty and students in theological and religious education.

Hispanic Theological Initiative is currently looking for an Accounting Coordinator to provide support to HTI's operations and finances. The Accounting Coordinator will work closely with HTI Operations Associate Director to maintain accurate and up-to-date records of all financial transactions. Posting and recording of accounts payable and receivable. Accurate entry of invoices and credits. Running of reports and providing information when requested by the Executive Director, Member Council, and Steering Committee. Ensure accuracy of general ledger and grant management.

RESPONSIBILITIES:

The responsibilities of the Accounting Coordinator include but are not limited to:

1. Manage accounts payable and receivable daily operations
2. Secure receipts, track, and code monthly office related purchase card expenditures for Executive Director and Associate Director for Operations, post their purchase card transactions to PNC Active Pay.
3. Assist the Associate Director of Operations in:
 - a. preparing of contracts and letters of agreement
 - b. preparing invoices

- c. preparing regular financial and narrative reports for ED, funders, the HTI Steering Committee and Member Council
- d. work with PTS's accounting office to resolve any payment delays, and/or payment errors in an efficient manner
- e. Other responsibilities as needed.

QUALIFICATIONS:

- Bachelor's Degree required and preferably in Business and Finance and at least 5 to 7 years of experience in a related field (or equivalent combination of education and experience).
- Strong bookkeeping and accounting skills.
- Strong written and verbal communication skills.
- Demonstrates meticulous work ethic to ensure that accounting is accurate
- Analytical skills and experience to resolve any accounting issues that arise due to payment delays and/or errors in posts.
- Ability to work well with HTI Associate Operations Director, staff and accounting department to process payments and receivable accurately and in a timely manner.
- Professional and respectful communication when handling a challenging situation.

THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

- The ideal candidate will function expertly in a dynamic, team-based environment with rapidly changing priorities, thrive in ambiguity and can coordinate and collaborate with individuals at all levels of the organization.
- With oversight from HTI staff will work both independently and collaboratively.
- In addition, the ideal candidate will demonstrate the skills and abilities necessary to support the priorities of HTI and work flexibly to meet the needs of multiple stakeholders.