

# **JOB OPENING**

## **INTERVARSITY PRESS**

430 Plaza Drive, Westmont, IL 60559  
Phone 630-734-4000 Fax 630-734-4200

*We are taking applications for this position as of Tuesday, Nov 14*

Direct inquiries to Nadine Hunt, <[nhunt@ivpress.com](mailto:nhunt@ivpress.com)>

See Listing and application form at [www.ivpress.com/jobs](http://www.ivpress.com/jobs)

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### **FRAMEWORK:**

#### **Purpose of InterVarsity Press**

**As an extension of InterVarsity Christian Fellowship/USA,  
InterVarsity Press serves those in the university, the church and the world,  
By publishing resources that equip and encourage people  
To follow Jesus as Savior and Lord in all of life.**

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### **JOB TITLE: Income Processing Staff**

Supervised by: Assistant Accounting Manager

Status: Part-time (20 hrs/wk)

Benefits: Paid sick time, two weeks of vacation and designated holidays (prorated for 20 hr. week)

*You have an eye for details and a low tolerance for mistakes. You balance your on-line bank statement or checkbook; you enjoy counting money. You are on time and welcome the challenge of a deadline. You take direction well and handle change calmly. You thrive in a team environment and can also work independently as needed. You appreciate a detailed explanation of procedures but are not afraid to ask for clarification if needed. You are comfortable working with old and new technology and you are excited to accept the challenge of working with our accounting team as we continue to learn and adjust to our recent system conversion. You love books and are motivated by the good they do in our lives, the church and society. You personally embrace the Christian mission and values of InterVarsity Press and are committed to being associated with such an identity and mission.*

### **PURPOSE:**

**To advance the purpose of InterVarsity Press, this position will serve customers and staff by processing cash receipts, preparing bank deposits and maintaining sound financial records.**

### **MAJOR RESPONSIBILITIES:**

Ensure prompt and accurate deposits of customer payments by:

- Opening and sorting customer payments
- Preparing the daily bank deposit and supporting documentation

Contribute to the effectiveness of the Accounting team by:

- Working in partnership within the team and other teams as needed
- Performing office and clerical functions to support own work and work of the team
- Assisting with other functions within the team as necessary

### **Qualifications:**

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- High School degree or equivalent
- Keyboard / Calculator / Basic Word and Excel skills (interview includes a basic skills test)
- Ability to organize and pay attention to detail
- Ability to work in a team environment
- Self-starter, enjoys taking initiative
- Ability to work under pressure of deadlines