

Royalties Assistant

Finance

Supervised by: Royalties Accountant
Supervises: None
Status: Part-Time / Non-exempt
Location: InterVarsity Press – Westmont, IL

To advance the purpose of InterVarsity, this position will provide data entry and administrative tasks in support of the Royalties Accountant.

MAJOR RESPONSIBILITIES**Administrative**

- Scan and file royalty documents including contracts and relevant emails or letters.
- Maintain original, approved contracts in fire file.
- Maintain author and royalty related correspondence in appropriate files.
- Maintain audit documentation.

Data Entry

- Update VIP information in Royalty Tracker including title, author, season, format, pub date, ISBN/prod code, default list and unit cost changes.
- Setup aliases for vendors once ISBN information becomes available.
- Correct “exceptions” proactively (via notifications) or retroactively (RT logs) for the sales feeds through contract term updates.
- Input early rights terms entries.
- Maintain reassignments – setup new vendors, copy terms to new vendor/payee(s), end terms for old vendor/payee. Includes printing reports for re-approval and subsequent scanning and filing.
- Assist with mass changes for various projects that arise (ex: acquisitions, dissolutions, and new sales opportunities).
- Research and manage stale check reissue as time permits.

Cross-training

- Assist with and backup income processing.
 - Open and sort customer payments.
 - Balance remittance support to the payments received.
 - Prepare the daily bank deposit and cash receipts journal.
 - Prepare payment batches for use by accounts receivables.
 - Assist with online credit card processing as needed.
- Enter new contracts (initial shells and terms).
- Assist with rights entries as needed.

QUALIFICATIONS

- Annually affirm InterVarsity’s Statement of Faith
- College degree, preferred
- Analytical and problem solving skills
- Command of basic math operations and percentages
- Highly organized with ability to manage multiple priorities
- Excellent listening, written and verbal communication and interpersonal skills
- High degree of integrity including ability to successfully deal with sensitive or confidential information
- Ability to exhibit poise and composure when confronting stressful or high-pressure situations
- Hands on, self-starting, disciplined, and detail oriented individual with the ability to work independently in an environment that requires a work product that is highly accurate and timely
- Basic working knowledge of Microsoft Office software (Excel, MS Word)
- Demonstrated ability and commitment to work in a diverse team environment

TO APPLY:

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com.

Royalties Assistant InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ' body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)