

For Immediate Release

May 10, 2011

FWBBC Seeks Full-Time Business Associate

NASHVILLE, TN—Free Will Baptist Bible College has an opening for a full-time business office associate with emphasis in accounting, according to Tom Sass, vice president for financial affairs. The position requires intermediate computer skills, the ability to multi-task, and strong interpersonal skills.

“This is an important hire for the college at this time,” Mr. Sass said. “We’ve had some staffing adjustments the past two years due to retirements, and we’re reorganizing the Business Office. We want a business professional who loves God and Free Will Baptists. The person who fills this key position will interact directly with FWBBC students, reconcile general ledger accounts, assist with monthly payroll processing, help prepare and distribute monthly financial reports, and more.”

The full-time salaried position is immediately available, with the intent to hire this summer.

Deadline to receive e-resumes and official college transcripts is May 31.

General Requirements

- Possess a clear Christian testimony.
- Commitment to the Mission of Free Will Baptist Bible College.
- Member in good standing of local Free Will Baptist church (must contain pastoral reference).
- Ability to work independently.
- Time management skills to prioritize tasks and meet deadlines.
- Intermediate computer skills; proficiency using Microsoft Excel.
- Strong interpersonal skills along with ability to effectively communicate.

Education Requirements: Business-related bachelor’s degree with minimum of one year accounting coursework preferred.

Experience Requirements: Two years in the same or related field preferred.

Responsibilities

- Assist with preparation and distribution of monthly financial reports.
- General ledger account reconciliation.
- Accounting data entry.
- Assist with monthly payroll processing.
- Assist with preparation of reports to external agencies along with annual financial audit.
- Assist with calendar year-end tax forms (i.e. 1098T, 1099, and W2).

- Assist with student account collections.
- Assist with special projects.
- Participate in cross-training with Business Office personnel.
- Other duties as necessary.

Skills/Proficiency testing may be required.

Interested persons may send their resumes to Mr. Tom Sass at the address below, or e-send resumes to him at: tom-s@fwbbc.edu.

Send official college transcripts to:

Tom Sass
Vice President for Financial Affairs
Free Will Baptist Bible College
3606 West End Avenue
Nashville, TN 37205