



## **We are looking for an Account Processor**

For more than fifty years, The American Baptist Extension Corporation (ABEC) has been promoting and supporting church extension and assisting churches with acquisition, construction and renovation of property for the spreading and sharing of the Gospel of Jesus Christ. ABEC is a financial institution with a mission and if you join us you will have an opportunity to work for a mission you can believe in. If you want to be part of building a solid foundation for Christian churches, then join our highly collaborative team. We invite you to visit our web site at [www.myabec.org](http://www.myabec.org) for additional information.

The account processor is a non-exempt full-time position with an immediate start date. If you join the ABEC team, you will be able to utilize your administrative and financial skills to ensure that error-free account and document processing occurs in a timely manner. Your skills in tending to details will be an asset as you maintain databases, records and process payments and investments.

Your educational training and experience in the areas of finance and bookkeeping will be strong assets in this position. As will your proficiency in using databases and related applications. Your willingness to learn will be a key factor in your success with our organization.

You will have the opportunity to partner with other team members in processing loan applications and important reports vital to the success of the mission. You will have the opportunity to interact with customers and clients across this country, and in Puerto Rico. Your customer service skills will be compatible with ABEC's commitment to excel in customer satisfaction.

Your interest in working with a diverse team will be critical to your success with ABEC. You need to be organized, good with numbers, and you also must possess the ability to work well on multiple projects. Your ability to effectively communicate both verbally and in writing with customers and your team members will be a hallmark for success.

ABEC is a great place to work! We offer excellent salary and benefits (health insurance, paid time off, 403b) as well as the support needed to continue to develop your skills and abilities. We offer a safe, professional work environment presently located on North Gulph Road in King of Prussia Pa.

If you think ABEC might be the right place for you, please e-mail your résumé and salary requirements to [LMiraz@abc-usa.org](mailto:LMiraz@abc-usa.org)