

Ideal Candidate Profile
Bookkeeper/Executive Assistant

SES Overview

Southern Evangelical Seminary is the leading apologetics graduate school in the US developing competent Christian leaders through quality graduate school, with nearly 600 alumnae who influence churches, schools, governments, business and non-profit organizations, communities and families. At SES, we equip men and women based on the inerrant and infallible word of God to contend for the gospel leading to the evangelization of the world, and the defense the historic Christian faith through SES' distinct integration of theology, classical philosophy, science and natural law. Now in our 26th year, and located on our new modern campus in the lovely Ballantyne area of Charlotte, SES is prepared to grow and impact society over the next quarter century.

For more information, see www.ses.edu

Our People Culture and Strategy

Our goal is to attract and develop gifted, called and passionate people to join an already dedicated team in order to impact and serve our committed students, the people, organizations and churches that benefit from our resources, events and conferences. With that vision comes a focus of key initiatives we are working toward, with the following indicators:

Shared Direction: A collective understanding and commitment to SES's mission, where we are going and how we will get there, indicated by a clear inspiring vision, well-executed strategies, and clearly aligned goals.

Shared Values: Deeply held principles guiding all decisions and relationships and reflected in the conduct of everyone at all times; indicated by high levels of trust and communication, uncompromising integrity and ethics, and Biblically-responsible practices.

Healthy Relationships: Open, collaborative, service-oriented relationships that recognize and honor the commitments that people make to themselves, each other, their work, and the organization; indicated by a "family" environment, effective teamwork at all levels, respect for one another, effective problem solving and decision-making, and clear accountability.

Liberating Processes: Flexible structures, job descriptions, procedures and effective technologies that allow people to do their best work and to collaborate effectively across boundaries; indicated by clear organizational design, collective knowledge, the right tools and technologies, and the right people for the right roles.

Outcome Learning: Results-focused learning that strengthens individual and organizational capacity to engage present realities and to effect future realities; indicated by continuous

teaching and learning, effective knowledge and skills development, and leadership development at all levels.

Motivating Metrics: Equitable, meaningful performance requirements, measures and rewards that reinforce high performance and manage poor performance; indicated by clear and energizing performance requirements, relevant work measures, and differentiated rewards.

The Mission: Why We Exist

Our mission is to train men and women according to the inerrant and infallible Word of God for the evangelization of the world and defense of the historic Christian faith.

Our Shared Values – How We Will Accomplish Our Mission

Our Shared Values reflect the behaviors we exhibit as employees of Southern Evangelical Seminary and describe how we commit to work together to establish this special place and how they identify us.

We are united by a passion to serve and grow an excellent and sustainable organization that trains and develops students and others who are becoming experts in apologetics, who can demolish arguments and every pretension that sets itself up against the knowledge of God (II Cor 10:5). Our aim is to develop a compelling, mission-focused culture and environment founded on Christ-like integrity through Trust & Respect, Commitment to Excellence, and Mutual Accountability.

Trust & Respect

“Let what you say be simply ‘Yes’ or ‘No’; anything more than this comes from evil.” (Matthew 5:37)

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.” (Philippians 2:3-4)

We will foster an environment of trust through open and direct communication, and will value each individual for his or her contribution

Commitment to Excellence

“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23

“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things”. (Phil 4:8)

Our Lord, and His creation, especially His people whom we serve, deserve nothing less from us than excellence in our intentions, words and actions. We will fall short from time to time of excellence, will forgive one another and ourselves as Christ has forgiven us, and move forward freely in His grace.

Mutual Accountability

“And let us consider how we may spur one another on toward love and good deeds” (Hebrews 10:24)

We will follow through and deliver on commitments. We will engage each other, advise each other and hold each other accountable. We will share a sense of urgency for our mission and our specific responsibilities, and take appropriate action in challenging situations. We understand that being accountable means taking responsibility for our work, our actions, and ourselves.

The Position

SES is searching for a Bookkeeper/Executive Assistant who will report directly to the Chief Operating Officer/Chief Financial Officer and collaborate with all other staff and faculty in this mission-focused, family-oriented, non-profit, educational organization. As Bookkeeper this person is responsible to manage accounts receivable, accounts payable, payroll, bank accounts, and fixed asset accounts, and provide general support to the accounting processes by recording all related entries on a timely and accurate basis in SES’ “books” using our accounting software system (Quickbooks Desktop). The bookkeeper will work closely with the CFO and others, including Department Directors and staff, and an external accountants to assure that all internal and external accounting and reporting is accurate and timely, so that the external accountants can close the books on a monthly basis. As Executive Assistant to the COO, this person will oversee various office management responsibilities relating to human resources, internal and external communications, office technologies, organization of files and records, and general workflow, collaborating closely with the Facility Manager and Executive Assistant to the President, as well as Department Directors. This is a full-time position to be performed on the SES’ campus at 15015 Lancaster Highway, Charlotte, NC 28277. Under some circumstances for the right candidate, this role could be re-configured as a part-time role with flexible hours.

Compensation

Commensurate upon ability and experience. Salary range (FT) is projected to be \$36,000-\$42,000 plus full-time benefits as specified in the Administrative/Staff Handbook.

Key Characteristics of the ideal Bookkeeper/Executive Assistant

Called – A strong sense of knowing who you are (gifts, talents and competencies) and how you are to spend your life. We fulfill our calling by being excellent at what God designed us to be and we diligently pursue it.

Organized – able to create processes that bring to order to that which is not yet in order, and then to maintain that order efficiently.

Precise – able to focus on and manage details accurately and timely especially with numbers and accounts.

People Abilities – deep interest and care for people with an understanding of their primary, interests, aims, strengths, and motivations.

Good Judgement – knowing when to follow precise proven procedures, and also when to re-examine and improve procedures given the known objectives.

Servant-oriented – able and willing to contribute to company-wide events and projects outside the specifics of the job (eg, annual National Conference on Christian Apologetics, and other events that serve the public and students.

Initiative – a self-starter to address open issues and problems, not waiting to be directed.

Teachable – able and willing to learn, adaptable to change according to what the organization needs.

Work capacity – sufficient mental, emotional and physical energy to deliver the results necessary to advance the mission.

Passion – SES' mission and purpose will be compelling to the right person, and enable them to enthusiastically pursue the role.

Character – a level of impeccable character that influences others.

Education, Skills and Experience Expected

A bachelor's degree is preferred.

Proficiency with common technologies and software – personal computers, Microsoft suite, especially word and excel, and can learn new software systems.

A general understanding of introductory accounting and ability to use and navigate Intuit Quickbooks.

At least 3 years or the equivalent experience successfully performing bookkeeping or other comparable administrative services.

Process of Candidacy

If after reading this ideal candidate profile, you discern that the gifts and experiences you possess are a good initial fit for SES, we invite you to express your interest. We handle all candidate information and conversations confidentially. You may contact Steve Hase, COO/CFO (704-847-5600, ext 203 shase@ses.edu) to obtain more information or to ask questions. In the subject line, please write Bookkeeper/Executive Assistant.

To become a candidate, please provide the following documents and responses for review:

- A current resume
- Responses to the following questions: Please type out the question and then your answer.
 - 1) From what you have learned about SES from our website, this profile, and any other research you choose to conduct, describe how your life and career have prepared you to serve SES in this position?
 - 2) Why is this the right time for you to serve in his role? Are you willing to “Count the Cost” to serve in such a role, and why?
 - 3) Chose at least 3 of the Key Characteristics of the ideal Bookkeeper/Executive Assistant Above and describe how they apply to you, and how they have affected your career.
 - 4) What factors or habits are currently contributing the vitality of your daily walk and how you serve others?
 - 5) Please share your personal as well as work related goals (needs, desires, hopes, expectations and dreams).