



# Eder Financial

BOLD. BALANCED. TRUSTED.

## **Position Announcement: Accounts Payable / Accounts Receivable Associate August 2023**

*Eder Financial is looking for an individual to manage our Accounts Payable and Accounts Receivable efforts. If the following bolded statements sound like you, or someone you know, please submit a cover letter, resume, and three professional references to Tammy Chudy at [tchudy@eder.org](mailto:tchudy@eder.org)*

### **“I am an individual who likes to proactively problem solve.”**

Our Finance Department positions require individuals who can appropriately solve for the spoken and unspoken needs of our external and internal customers.

### **“I can work remotely.”**

While this position does require regular onsite presence, most of the work is done remotely so we need people who work well independently.

### **“I want to care for myself and my family.”**

We have a fair compensation structure with a strong benefits package that includes organizational contributions for retirement, medical, life, and long-term disability, as well as options to add dental, vision, and short-term disability coverage. In addition, we offer 22 days of vacation, accrued at the start of the year. We also have flexible work hours within a basic workday structure.

### **“I see meaningful work in the simplest of tasks.”**

We offer products and services that enable security, wellness, and stability in a constantly changing world. The AP/AR Associate position supports the administration of our products and services by completing all tasks, big or small, in the spirit of service to others.

### **“I want to work for a brand of influence.”**

We have rebranded to Eder Financial, previously known as Church of the Brethren Benefit Trust. Our organization provides retirement, insurance, and organizational investing to over 5,000 individuals and client organizations nationwide. The new brand allows us to expand our client base and therefore our influence.

### **“I am a person of faith.”**

This is a full-time, exempt position working for a not-for-profit, faith-based organization that aligns with peace church traditions. Our employees practice their faith in a diverse array of worldviews and denominations.



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**“I have relevant content knowledge and experience.”**

The AP/AR position requires at least a bachelor’s degree; business major preferred, 1 to 3 years of experience, effective oral and written communication skills, as well as being an adaptable problem-solver with attention to detail and documentation.

This position involves processing receipts from banks and third-party vendors, preparing transactions for cash collections and disbursements, processing approved accounts payable, reconciling credit card transactions, creating and overseeing documentation of electronic file transactions, and assisting with month-end close.

This position requires a person who enjoys working in a team environment. The ideal person is both data and detail oriented, and is proficient in computer systems, particularly with a knowledge of Excel. The individual will use this background to apply accounting standards to protect the integrity of the organization and its clients.

**“I want to work with the decision makers in the organization.”**

The AP/AR Associate position reports to the Director of Financial Operations, Huma Rana.

**“I am available for some travel.”**

This position is expected to have minimal travel associated with it; however, the individual must be able to care for tasks within the corporate office as defined by the CFO.

**“I might be a fit or know someone who is!”**

To learn more about our organization, visit [www.ederfinancial.org](http://www.ederfinancial.org). To apply, email a cover letter, resume, and three references to Tammy Chudy at [tchudy@eder.org](mailto:tchudy@eder.org).