



A GLOBAL NAME IN PUBLISHING FOR OVER 100 YEARS

R. H. Boyd is currently hiring for the following position. All jobs are at the Corporate Office in Nashville, TN.

- 1. Director of Finance**
- 2. A/R Supervisor**
- 3. Staff Editor**
- 4. Proof Reader**

For consideration, please email your resume and salary requirements to rhbpersonnel@rhboyd.com No phone calls please.

Job Title: **Director of Finance**

Description

The Director of Finance is responsible for successful delivery of finance/accounting services in a variety of functions including: Month-end closing activities; Recording of accounting transactions in the General Ledger; Reconciliation/analysis of financial statements and reports; Provides financial forecasts, analysis and reports for various internal leaders and external audiences; Identification and implementation of process improvements and required internal controls; Creation of ad-hoc reports; Processing of invoices/collections of revenues.

Director of Finance is responsible for the following functional areas: Accounting Consolidations, Internal/External Reporting, Fixed Assets & Cash Accounting, Policy & Controls, Supply Chain & Cost Accounting, Revenue/Billing Accounting, Treasury & Tax, Payroll, and Accounts Payable.

Required Skills and Education

- Bachelor's degree in Accounting or Finance ; CPA and Master's degree strongly preferred
 - Prior Supervisory experience strongly preferred
 - 5 to 7 years professional accounting experience, combination of public and industry accounting a plus
 - Strong technical accounting skills and sound knowledge of GAAP
 - Working knowledge of various accounting systems and reporting tools
 - Excellent MS Office Suite skills, especially Excel
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Responsibilities

- Demonstrated ability to work in a fast paced, industrial environment with frequent change
- Strong problem solving skills, attention to details, organization skills and results orientation
- Strong interpersonal skills, effective verbal and written communications
- Ability to establish priorities, work independently and proceed with objectives with minimal supervision
- Dedication to meeting required deadlines

Job Title: **A/R Supervisor**

Description

The Accounts Receivable supervisor will supervise the processing of accounts receivable transactions to include: invoice processing, cash application, communication with customers and timely resolution of discrepancies, account reconciliation, enforcement of internal controls, mentoring and professional development of accounts receivable staff, continuous improvement, and support for other tasks as assigned. This position requires a self-managed professional with very strong experience in accounts receivable.

Required Skills and Education

- 5 years of experience working in an accounts receivable department and at least 2 years supervisory experience.
- Thorough understanding of accounts receivable fundamentals.
- Familiarity with Sage accounting software.
- Requires some decision making ability and the ability to work independently (or work with little supervision).
- Clear verbal and written communication skills.
- Excellent analytical and problem solving skills.
- Highly organized and ability to effectively manage priorities.
- Basic MS Excel skills.

Responsibilities

- Ensure high standards of performance are being met in terms of credit account management, collection activity and customer service.
- Ensure cash receipts are applied accurately and timely to the appropriate customer account.
- Reconcile daily deposits to the bank.
- Review and post all entries made by accounting team to ensure data entry accuracy.
- Support monthly close process including account reconciliations, cash reconciliation, proper cut-off and monthly accruals.
- Develop reports in support of month-end close reporting and analysis to include the Aged Receivables Report, Finance Charge Report and Monthly Customer Statements.
- Direct the collection on past due and delinquent accounts process.
- Prepare the quarterly collections report to be reviewed by the President and CEO and the Director of Finance. Set a meeting to establish how past due and delinquent accounts will be maintained over the next quarter.
- Prepare finance charge report each month
- Scan all documents associated with the A/R process

Job Title: **Staff Editor**

Description

The Staff Editor will be responsible for the reading and editing of manuscripts.

Required Skills and Education

- B.S. degree or higher in Theology or English from an accredited theological school.
- Good composition, reading and comprehension skills
- Adult curriculum writers should have or be working towards a Master's degree in Theology/English
- Excellent analytical and problem solving skills.
- Highly organized and ability to effectively manage priorities.
- Intermediate MS Office Suite skills.

Responsibilities

- Reads and edits manuscripts for content of Baptist doctrine, grammatical errors, topic corrections, Scripture in printed text or added by writers.
- Deletes and/or adds material when necessary on the computer and hard copy.
- Other duties as assigned

Job Title: **Proof Reader**

Description

- Reads all material for grammatical errors, misspelled words, punctuation, and typographical error structure.
- Give proofread material to Publications Coordinator.

Required Skills and Education

- B.S. or B.A. degree in English or related field from an accredited institution.
- Two (2) years proofreading experience or any combination of two (2) years education and to (2) years'

Responsibilities

- Responsible for proofing manuscripts
- Deletes and/or adds material when necessary
- Other duties as assigned