



A GLOBAL NAME IN PUBLISHING FOR OVER 100 YEARS

AN R.H. Boyd COMPANY

# Now Hiring

R.H. Boyd is currently hiring for the following positions located at the Corporate Office in Nashville, TN.

## Finance Division Vacancies

**Director of Finance**

**Accounts Receivable Clerk**

**Staff Accountant**

## Marketing Division Vacancies

**Front Desk Receptionist**

**Marketing Coordinator**

**Sales Representative**

## Administration Division Vacancy

**Executive Administrative Assistant to the Chief Operating Officer**

For consideration, please email your resume and salary requirement to [rhbpersonnel@rhboyd.com](mailto:rhbpersonnel@rhboyd.com).

No phone calls please.

*Thank you!*

## **Job Title: DIRECTOR OF FINANCE**

### **Description**

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- The Director of Finance is responsible for oversight and all aspects of the Finance Department which includes the accounting department (general ledger/accounts payable/payroll), accounts receivable department, information technology department, inventory staff and human resources. The department handles all accounting functions for the following entities:
  - R. H. Boyd Co.
  - R. H. Boyd Publishing Corp.
  - National Baptist Sunday School Church School and Baptist Training Union Congress
  - National Baptist Publishing Board

The DOF reports to the Chief Operating Officer.

### **Required Skills and Education**

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- Bachelor's degree, MBA and/or CPA preferred.
- Minimum seven years of professional experience; ideally six plus years of broad financial and operations management experience.
- Direct experience for quality and content of financial reporting to management and audit coordination.
- Prefer experience for oversight of human resources function.
- Ability to translate financial concepts to and effectively collaborate with programmatic colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices.
- Successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders and provide thorough written reports.
- Experience in and understanding of tax laws and filing requirements.
- One week of travel annually may be required.

### **Responsibilities**

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- Analyze and present *financial reports* in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Effectively *communicate and present the critical financial matters* to the President/CEO, COO, and board of directors.
- Oversee the *day to day operations* for the finance department to include all account reconciliations, month end close, adjusting journal entries, payroll, accounts receivable, accounts payable, inventory and all general ledger transactions.

- Develop, implement, coordinate and lead the *internal audit process*, liaise with external auditors if applicable and the board of directors or designated audit committee should one be established.
- Oversee and lead *annual budgeting and planning process*; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational *cash flow and forecasting*.
- Implement and maintain a *contracts management* and financial management/ reporting system for all finance related contracts, leases, insurance policies and other contracts as assigned by the COO.
- Develop, document, implement and update all necessary accounting and finance *related policies and procedures manuals*.
- Oversee all accounting and reporting for the *filing of all tax returns*; federal, state, local agencies and municipalities, sales tax, property tax etc.
- *Liaise with tax accountants* to insure proper and timely filing of tax returns.
- *Liaise with attorneys* and other third party vendors as needed regarding financial issues, tax issues, payroll, human resources and related contracts.
- Responsible for *oversight of banking relationship* and serve as primary liaise with bank.
- Attend National Baptist Congress if selected.

## **Job Title: Accounts Receivable Clerk**

### **Description**

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Accounts receivable duties include ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue. Provides financial, administrative and clerical support by ensuring the company receives payments for goods and services and properly records the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner. **This position reports to the Accounts Receivable Supervisor and Director of Finance.**

### **Required Skills and Education**

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- Four year degree in Accounting, Business, or related area or equivalent accounts receivable experience.
- Two years of experience in accounts receivable.
- Thorough understanding of accounts receivable fundamentals.
- Strong verbal and written communication.
- Proficient in Accounting/ERP software.
- Highly organized and ability to effectively manage priorities.

### **Responsibilities**

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- Ensure high standards of performance are being met in terms of credit account management, collection activity, and order processing.
- Ensure cash receipts are applied accurately and timely to the appropriate customer account.
- Serve as back up to AR Supervisor for the reconciliation of daily cash receipts to bank deposits on a daily basis.

- Support monthly close process including account reconciliations, cash reconciliation, proper cut-off and monthly accruals.
- Collect on past due and delinquent accounts as assigned by AR Supervisor.
- Obtain credit applications from new customers; assist in the processing and approval.
- Scan all documents associated with the A/R process.
- Update job knowledge by participating in educational opportunities and reading professional publications.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Verify validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Resolve collections by examining customer payment plans, payment history, and credit lines, and coordinate collections when necessary.
- Protect company by keeping information confidential.
- Maintain knowledge of all product information for new and promotional items.
- Process customer orders as necessary.
- Others duties as assigned by the AR Supervisor.

## **Job Title: STAFF ACCOUNTANT**

### **Description**

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The staff accountant collects, researches and analyzes accounting information to assist with job costing, inventory valuation, error correction and reconciliation balance sheet accounts. Position also supports the general ledger/payroll accountant as needed.

### **Required Skills and Education**

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- Four year degree in business with a concentration in accounting or five years of progressive experience working in various areas of accounting including accounts payable, accounts receivable, payroll and general ledger.
- Understanding of generally accepted accounting principles and accounting terminology to include application skills.
- Must be familiar with common accounting software.
- Requires attention to detail and the ability to work independently with minimal supervision.
- Clear verbal and written communication skills with both customers and company employees.
- Excellent analytical and problem solving skills.
- Highly organized and ability to effectively manage priorities.
- Intermediate to advanced Excel skills required.
- One week of travel annually may be required.

### **Responsibilities**

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- Collects job cost ticket data from department directors and completes the monthly billing from R.H. Boyd Publishing Corporation to The R. H. Boyd Company.
- Completes intercompany agreement tasks to include billings for shared services.
- Responsible for periodic reconciliation of company inventory to physical inventory counts to include quantity and costs verifications and adjustments.

- Prepares periodic inventory Work In Process reconciliation and prepares adjustments as needed.
- Reconciles all bank accounts.
- Periodically reviews and serves as back up to Accounts Receivable Supervisor for daily cash receipts reconciliation.
- Prepare and/or review balance sheet reconciliations according to the established schedule.
- Assists accounts payable, accounts receivable and payroll in the event of staff shortage.
- Assists the Director of Finance with additional projects as assigned.
- Attend National Baptist Congress if selected.

## **Job Title: Front Desk Receptionist**

### **Description**

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Serves visitors of the R.H. Boyd Publishing Corporation by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.

### **Required Skills and Education**

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- High School Education or Equivalent
- Must have strong interpersonal skills using tact, patience and courtesy
- Must exude professionalism and optimism
- Must be motivated and able to work with minimal supervision
- Must have strong active listening skills with attention to detail
- Must have excellent verbal and written communication skills
- Must have problem solving skills with the ability to offer solutions
- Must be organized and with the ability to effectively manage priorities
- Must be proficient in Microsoft Office; preferred SAGE 100 and Starship experience
- 10-Key, data entry experience; 25+ wpm

### **Responsibilities**

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- Welcome visitors by greeting them in person or on the telephone; answer or refer inquiries.
- Direct visitors by maintaining employee department directories.
- Give clear instructions, following through with callers and visitors to transaction completion.
- Monitor logbook; issue visitor badges.
- Maintain telecommunication system by following manufacturer's instructions for house phone and console operations.
- Maintain safe and clean reception area, complying with procedures and regulations.
- Maintain a safe and clean reception area, complying with procedures and regulations.
- Maintain continuity among work teams by documenting and communication actions, irregularities and continuing needs.
- Aid in the maintenance of database by proactively updating customer information as needed.
- Assist with the document maintenance as needed.
- Completes required training and development objectives within the assigned time frame.

## **Job Title: Marketing Coordinator**

### **Description**

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The R. H. Boyd Publishing Corporation Marketing Coordinator will aid in the development and implementation of marketing and advertising campaigns, track sales data, analyze collaborate with inventory and purchasing, plan and attend meetings and trade shows and will prepare relevant reports.

### **Required Skills and Education**

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- Bachelor's Degree in Marketing, Advertising, Business or related field from an accredited university
- 2 years of marketing, advertising or graphic design experience
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire at all times
- Strong attention to detail
- Exceptional verbal and written communication skills
- Analytical and problem solving skills
- Highly organized and ability to effectively manage priorities
- Must be motivated and able to work with minimal supervision
- Proficient in Microsoft Office, Adobe Suite; preferred SAGE 100 experience
- Proficient in various social media platforms
- Ability to travel within 24-hour notice

### **Responsibilities**

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- Makes recommendations for marketing and advertising campaigns by assembling and analyzing sales forecasts; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; updating calendars.
- Tracks product line sales and costs by analyzing and entering sales, expense, and new business data.
- Prepares marketing reports by collecting, analyzing, and summarizing sales data.
- Keeps promotional materials ready by coordinating requirements with graphics department; inventorying stock; placing orders; verifying receipt.
- Supports sales staff by providing sales data, market trends, forecasts, account analyses, new product information; relaying customer services requests.
- Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.
- Plans meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists.
- Monitors budgets by comparing and analyzing actual results with plans and forecasts.
- Updates job knowledge by participating in educational opportunities; reading trade publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Supervises Customer Service Representatives to ensure customer satisfaction; evaluates CSR performance; manages CSR training.
- Work closely to monitor the progress of graphic designers, sales representatives, the national bookstore account manager, the social media manager, customer service representatives, and third-party answering service

- Attend National Baptist Congress in June
- Additional duties as assigned

## **Job Title: Sales Representative**

### **Description**

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The R. H. Boyd Publishing Corporation Sales Representative maintains and expands relationships with buyers of Christian and inspirational literature. Assigned to bookstore or church/individual clientele, the RHB Sales Representative is responsible for achieving sales quota and assigned strategic account objectives.

The RHB Sales Representative represents the entire range of company products and services to assigned customers, while leading the customer account planning cycle and ensuring assigned customers' needs and expectations are met.

### **Required Skills and Education**

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- Bachelor's Degree in Marketing, Advertising, Business or related field
- 2 years of business to business sales, marketing or advertising experience from an accredited university
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire at all times
- Strong attention to detail
- Exceptional verbal and written communication skills; internal and external communication skills
- Analytical and problem solving skills
- Highly organized and ability to effectively manage priorities
- Must be motivated and able to work with minimal supervision
- Proficient in Microsoft Office, Adobe Suite; preferred SAGE 100 experience
- Proficient in various social media platforms
- Ability to travel within 24-hour notice

### **Responsibilities**

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- Establishes productive, professional relationships with key personnel in assigned customer accounts.
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers' expectations.
- Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively leads a joint company-account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period.
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis.
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company personnel.
- Develop 30/60/90 day and annual sales plans with Director of Marketing
- Achieves assigned sales quota in designated strategic accounts.
- Achieves strategic customer objectives defined by RHB management

- Completes strategic customer account plans that meet company standards.
- Maintains high customer satisfaction ratings that meet company
- Completes required training and development objectives within the assigned time frame.
- Enlists the support of sales specialists, implementation resources, service resources, and other sales and management resources as needed.
- Closely coordinates company executive involvement with customer management.
- Works closely with Customer Service Representatives to ensure customer satisfaction and problem resolution.
- This position may have support staff assigned to assist with responsibilities for specific customer accounts.
- Extensive travel required
- Attend National Baptist Congress in June
- Additional duties as assigned

## **Job Title: Assistant to the Chief Operating Officer**

### **Description**

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The Assistant to the Chief Operating Officer will perform a wide variety of specialized activities and be responsible for administrative support duties for the COO. The Assistant must be highly resourceful, comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive, and efficient. The Assistant must have strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a flexible schedule due to travel, deadlines, and/or duties outside of normal business hours.

### **Required Skills and Education**

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- Bachelor's Degree
- 2 years of experience working in a corporate environment
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire at all times
- Clear verbal and written communication skills with staff, customers and other departments
- Analytical and problem solving skills
- Highly organized and ability to effectively manage priorities
- Proficient in Microsoft Office
- Proficient in various social media platforms
- Ability to travel within 24-hour notice

### **Responsibilities**

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- Develop reports in support of monthly and ad hoc meetings
- Update job knowledge by participating in educational opportunities and reading professional publications
- Take and transcribe dictation, as well as type, at an acceptable rate of speed
- Operate computer terminal, software systems, and a variety of other office equipment including but not limited to calculators, copiers, scanners, printers, laptops, tablet devices, projectors, etc.
- Keep organized records and take minutes at meetings as directed



- Complete critical aspects of deliverables and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem solving, making adjustments to plans
- Oversee public relations and media outreach as directed
- Attend all meetings, both on-site and off-site, as directed
- Maintain confidentiality at all times
- Assist COO with duties including, but not limited to, financial, HR, and operational matters
- Represent COO by welcoming visitors, arranging meetings, and planning and/or attending other corporate functions; answering communications, answer questions and meeting requests as directed by CEO, COO, and Directors
- Attend National Baptist Congress in June
- Additional duties as assigned