

Royalty Accountant I

Finance

Position Description

Supervised by: Royalties/Rights Accounting Supervisor

Supervises: N/A

Status: Exempt

Location: InterVarsity Press (Westmont, IL)

To advance the purpose of InterVarsity Press, this position will be responsible for recording author royalty and licensing transactions in the contract accounting ledger. The Royalty Accountant will be responsible for general royalty accounting, month-end closing processes, and assisting with balance sheet account reconciliations, where possible. The Accountant will assist with the annual audit.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

General Accounting

- Process and compile data for the periodic royalty reports
- Prepare royalty reports (quarterly, semi-annually, annually, as required per related contracts/agreements)
- Calculate royalties payable for the reporting period
- Interpret and analyze royalty contracts/agreements, with guidance from the editorial team and Royalties/Rights supervisor, to ensure proper royalty accounting
- Maintain Excel spreadsheet to reconcile royalty balance accounts
- Maintain and update accounting systems to properly record financial transactions
- Support monthly forecasting, annual budgeting, and strategic planning. Perform relevant key performance indicators (KPI) analysis
- Assist in improving the royalty reporting process
- Identify problems and propose effective solutions and bring solutions to a successful completion
- Develop operational procedures and documentation of process flows including development of checklists
- Other duties as assigned, including ad hoc analysis and projects as requested

Financial Analysis

- Assist with reporting by providing royalty performance and analysis reports
- Assist with the preparation of audit reports as assigned; work with external auditors to provide an understanding of processes and supporting documentation
- Support monthly forecasting, annual budgeting, and strategic planning. Perform relevant key performance indicators (KPI) analysis
- Prepare other reports and assist in special projects and analysis as required or requested by supervisor and Director of Finance and Fulfillment Operations

Administrative

- Communicate with authors with status updates and questions in a timely manner
- Support internal customers by researching questions

- Scan and file royalty documents including contracts and relevant emails or letters.
- Ensure proper retention, filing, and handling original, approved contracts in fire file.
- Maintain author and royalty related correspondence in appropriate files.
- Maintain audit documentation.

Contribute to the effectiveness of the team:

- Perform office functions to support own work
- Provide analysis of author accounts as requested by management
- Provide suggestions and ideas on process and workflow improvement

Maintain technical and professional growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- A minimum of 2 years of relevant accounting experience
- Experience with Royalty Tracker preferred
- Effective oral and written communication skills
- Ability to organize events and the details involved
- Ability to maintain accurate records and files
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to multi-task and prioritize in a fast-paced, constantly changing environment
- Ability to work under the pressure of deadlines
- Open to learn new concepts, methods and skills
- Strong communication and analytical skills and attention to detail
- Working knowledge of Microsoft software applications (Word, Excel, Outlook, and PowerPoint) preferred
- Demonstrated ability and commitment to work in a diverse team environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)