

Accountant II

Finance

Position Description

Supervised by: Accounting Supervisor
Job Relationships: Works in partnership with Finance team to accomplish AR/AP/GL responsibilities
Status: Full Time/Exempt
Location: InterVarsity Press, Westmont, IL

To advance the purpose of InterVarsity, this position will serve staff and management by insuring the prompt and accurate accounting of financial records according to IRS requirements, generally accepted accounting principles and InterVarsity polices. The Accountant will be responsible for general ledger accounting, assisting with the month-end closing process, financial reporting, variance analysis, sales/us tax preparation and annual audits.

MAJOR RESPONSIBILITIES:

GENERAL ACCOUNTING - Creating and maintaining sound financial records by:

- Preparing and recording (data entry) of financial transactions within the books of records according to generally accepted accounting principles and InterVarsity policies and procedures
- Analyzing accounts, records, reports, accounts receivable and payable, journal vouchers, general and subsidiary ledgers and other accounting documents for accuracy and completeness. Investigate and resolve accounting problems for the area of responsibility
- Preparing monthly financial information utilizing the applicable support systems. Duties include preparing journal entries, coding invoices/vouchers, reconciling the balance sheet and analyzing variances.
- Maintaining and update accounting systems to properly record financial transactions
- Ensuring sales/use tax compliance, prepare, file and accrue use tax when needed
- Preparing account reconciliations and analyze accounts
- Suggesting control improvements by researching and interpreting accounting policies and system capabilities
- Participating in the annual financial statement audit by working with the external auditors to provide an understanding of processes and supporting documentation for various accounts
- Performing analyses of cost records to ascertain distribution of costs for editorial and production
- Classifying labor, material, and overhead costs to compute unit costs of products or services
- Analyzing actual costs versus budget costs and prepares reports of variances
- Compiling cost data for preparation of operating budgets and assist with annual budget preparation and periodic forecasts
- Supporting internal customers by researching questions and investigating variances on the financial statements.
- Serving as subject matter resource to management and accounting staff regarding accounting related transactions, regulations, issues, and/or variances.
- Assisting finance team with application of accounting practices and adherence to GAAP
- Ensuring proper retention, filing, and handling of accounting records
- Liaising with external auditors to facilitate audits of financial statements
- Preparing other reports and assist in special projects and analysis as required or requested by supervisor and Director of Finance

GENERAL - Contribute to the overall effectiveness of the Finance team by:

- Performing office functions to support work
- Assisting with other functions as assigned
- Contacting vendors and staff to resolve and answer questions
- Being responsible for good stewardship of time, equipment and materials

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith.
- Bachelor's Degree in Accounting, Finance or related field
- 3+ years general accounting experience
- Proficient in preparing reconciliations, journal entries and financial statements
- Experience with handling sales tax with a multi-state filer (preferred)
- Experience with accounting information systems (Workday preferred) and Microsoft Software applications

- Strong and effective written and oral communication skills, experience translating information to non-technical staff
- Strong problem solving and analytical skills
- Strong organizational skills
- Excellent customer service, interpersonal and presentation skills
- Excellent Microsoft Excel skills
- Work in partnership with the team, maintaining positive relationships to accomplish agreed upon goals
- Ability to deal with financial information in a confidential manner
- Ability to organize, handle details, and maintain accurate records and files.
- Ability to take charge of tasks, work independently and to work under the pressure of deadlines.

EXTERNAL CANDIDATES

See ivpress.com/jobs for instructions on completing an application. Submit your cover letter, résumé, and completed application to ivpcareers@ivpress.com.

INTERNAL CANDIDATES

You may download the internal application form, then send the completed form along with your résumé to ivpcareers@ivpress.com.

Frame of Reference

Biblical Maturity:

Every InterVarsity staff member is to be an active disciple of the Lord Jesus Christ and obedient to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are key. "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." (Galatians 5:22)

Team Work:

In a mission extension of the local church where community is important, the ability to serve as a member of teams both in the National Service Center and in the field is critical. Likewise, the ability to work in a collegial and open environment based more on values, relationships, and vision is more important than structure or position.

Values:

The New Testament is clear that the major priorities of a follower of Christ must include a growing commitment to Jesus Christ, to the Body of Christ, and to the work of Christ in the world. We are called into a personal relationship with Jesus, placed in a new family (the Church), and given a new purpose as ambassadors of Christ's grace and truth in every aspect of life. The work of Christ in the world includes carrying out the evangelistic mandate, participating in the work of proclamation, healing, serving and extending the work of his Kingdom in response to the Great Commission. As a result, InterVarsity is committed to developing all God's people--both men and women--from many diverse cultures and backgrounds as we pursue the call of God in the student world. See InterVarsity's Employee Handbook: The Seven Ministry Values (p. E4).

Purpose:

InterVarsity Christian Fellowship's purpose has changed very little since its inception in 1942.

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.

Said less formally, InterVarsity's purpose is to establish witnessing communities of students and faculty in the realm of higher education in the U.S. This purpose is admittedly far more limited than the Great Commission. As a mission extension of the local church, we have adopted self-imposed limitations on our activities based on our sense of call to serve a subset of God's people. We will always live in the healthy tension between God's wider purposes in the world, and our call to focus primarily on the university world, one subset of those purposes.