

Accountant I

Finance

Position Description

Supervised by: Accounting Supervisor

Supervises: N/A

Status: Exempt

Location: InterVarsity Press (Westmont, IL)

To advance the purpose of InterVarsity Press, this position will serve staff and management by insuring the proper and accurate accounting of financial records including IRS requirements, generally accepted accounting principles and InterVarsity policies. The Accountant will be responsible for general ledger accounting, month-end closing processes, and balance sheet account reconciliations. The Accountant will assist with the annual audit and serve as back-up on Accounts Payable functions.

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

- Prepare and record financial transactions according to generally accepted accounting principles and InterVarsity policies and procedures
- Analyze 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 areas of responsibility
- Prepare monthly financial information utilizing the applicable support systems; prepare journal entries, code invoices/vouchers, reconcile balance sheet and analyze variances
- Ensure prompt and accurate entry of inventory transactions
- Maintain and update accounting systems to properly record financial transactions
- Prepare, file and accrue sales and use tax when needed
- Suggest control improvements by researching and interpreting accounting policies and system capabilities
- Prepare audit reports as assigned; work with external auditors to provide an understanding of processes and supporting documentation
- Develop operational procedures and documentation of process flows including development of checklists

Financial Analysis

- Support internal customers by researching questions and investigating budget variances
- Ensure proper retention, filing, and handling of accounting records
- Liaise with external auditors to facilitate audits of financial statements
- Prepare other reports and assist in special projects and analysis as required or requested by supervisor and Director of Finance and Fulfillment Operations

Accounts Receivable

- Account for off-site book sales at conferences, including inventory reconciliation and point of sales transactions

- Serve as incoming processing backup for daily mail receipts, including credit card processing, receipt batching, and related cash deposits

Accounts Payable

- Cross-train on accounts payable functions to serve as backup during vacations and absences, including but not limited to:
 - Comparing purchase orders, prices, terms of payment and other charges
 - Recording bills for payment and ensure timely payment processing using accounting software and other programs
 - Analyzing workflow processes for efficiency
 - Entering and maintaining vendor data
 - Establishing and maintaining relationship with new and existing vendors, both internal and external

Contribute to the effectiveness of the team:

- Assist with the organization's sales tax compliance initiative and implementation with OneSource including exemption certificate maintenance
- Perform office functions to support own work
- Provide analysis of customer accounts as requested by management
- Provide suggestions and ideas on process and workflow improvement
- Serve as backup for accounts payable and accounts receivable payment processing as needed

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
- Sales tax preparation experience 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 work under the pressure of deadlines
- Open to learn new concepts, methods and skills
- Working knowledge of Microsoft software applications (Word, Excel, Access, 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-and-internships 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)