

Accountant

Finance / Accounting Services Team

Position Description

Supervised by: Accounting Services Director - Associate Controller
Status: Full Time/ Exempt
Location: InterVarsity's National Service Center (NSC) - Madison, WI

To advance the purpose of InterVarsity Christian Fellowship/USA, this position will fulfill general accounting functions, maintain financial systems, develop reports, provide communication and training for InterVarsity staff, and serve the whole organization by keeping sound financial records according to generally accepted accounting principles.

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

Fulfill general accounting functions:

- Maintain accounting systems to properly record financial transactions
- Assist in timely completion of monthly accounting close and monthly financial reporting
- Prepare journal entries, account reconciliations, and analyzing accounts
- Suggest control improvements by researching and interpreting accounting policies and system capabilities
- Assist and maintain up-to-date budget information
- Assist with year-end audit work
- Maintain adequate records to substantiate entries within the accounting records
- Partner with the team in the development and oversight of internet expense reporting
- Understand the intricacies of payroll and tax matters, work with the payroll accountant to ensure the accuracy of payroll and serve as a backup staff for payroll
- Monitor, analyze, and account for investment related activity and preparing reports as required

Ensure that the financial information systems are meeting organizational needs:

- Understand and maintain Oracle reporting tools and financial applications to best serve InterVarsity
- Assist in the development of financial reports and tools to effectively serve InterVarsity staff and management and the Finance team

Provide communication and training:

- Prepare, distribute, interpret and analyze financial activity in a timely manner
- Ensure that accounting service is prompt, accurate, and quality standards are maintained
- Communicate financial policies to InterVarsity staff and staff directors
- Provide training to staff and staff directors as needed
- Communicate compliance and internal control issues to management

Develop a personal funding base (amount to be determined by the supervisor):

- Develop a team to provide prayer and financial support
- Communicate with donors bi-monthly

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelors degree in Accounting required
- 5 plus years accounting experience preferred
- CPA preferred
- Good knowledge of accounting practices

- Oracle Financials experience preferred (GL, AP)
- Information Systems education or experience
- Strong written and oral communication skills
- Strong organizational skills, project/task management experience and analytical abilities
- Excellent Microsoft Excel skills
- Ability to work without close supervision
- Ability to deal with financial information in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment

Accountant

InterVarsity Christian Fellowship

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.

Team Work:

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)